PLATO®

PLATO Web Learning Network
User's Guide

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Printed in the United States of America.
April 7, 2003

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Table of Contents

CHAPTER 1 GENERAL INFORMATION 1

CHAPTER 2 GETTING STARTED 3

Overview 3
Accessing PLATO Web Learning Network 4
Enabling Plugins and Controls 10
Using the Online Help 11
Using Instructional Months 13

CHAPTER 3 MAINTAINING GROUPS 15

Overview 15
Creating Groups 17
Maintaining Groups 19
Assigning Group Assignments 25
Viewing Group Usage 28

CHAPTER 4 MAINTAINING CLASSES 31

Overview 31
Creating Classes 32
Maintaining Classes 34
Assigning Class Assignments 38

CHAPTER 5 MAINTAINING USERS 41

Overview 41
Creating Users in a Group 42
Creating Users in a Class 44
Batch Enrolling Users 46
Assigning Individual Assignments 49
Viewing Current Users in Session 50
Editing Users 52
Reviewing Learner Performance Information 65

CHAPTER 6 LEARNING RESOURCE TOOLS 69

Overview 69
Creating a Learning Path 74
Editing a Learning Path 78
Adding Prerequisite Activities to a Learning Path 83
Adding a Course Level Assessment Test to a Learning Path 85
Moving Activities in a Learning Path 87
Making a Learning Path Available to Other Group Coordinators 89
Viewing Courseware 90
Deleting a Learning Path 91

Exiting Learning Resource Tools *92*

CHAPTER 7 REPORTS **93**

Overview *93*
Generating Reports *97*

FIELDS AND DESCRIPTIONS **107**

INDEX **115**

PLATO

Chapter 1
General Information

Purpose

This guide will help get you up and running on PLATO Web Learning Network. The Administrator Guide is intended for Group Coordinators who manage and administer the PLATO Web Learning Network.

Document conventions

The table below identifies the conventions used in this document to highlight the functions you need to perform to successfully use PLATO Web Learning Network.

Convention	Description
Bold font	Identifies something you enter or select.
Italicized font	References additional sources within a document.

Assumptions

This guide is written with the assumption that you are familiar with your browser, including navigating to a specific Internet address or Uniform Resource Locator (URL).

Courseware Curriculum Guides

You can access curriculum guides for PLATO courseware in portable document format (pdf). To do so, click the **user guides** link on the navigation panel and then select the **Curriculum Guides** link. The guides are organized by grade level and content area.

Additional resources

Along with this document, you can refer to the PLATO Web Learning Network online Help by selecting the help link from the left navigation panel on each page.

For the most current version of the PLATO Web Learning Network User's Guide, be sure to check out our website: www.platoweb.com

Learner Guide

The Learner Guide provides instructions for learners who use the PLATO Web Learning Network. Group Coordinators can make copies of the Learner Edition for learners to use. Access the *Learner's Guide* from the **User Guides** link from the navigation panel.

PLATO

Chapter 2
Getting Started

Overview

Introduction

The PLATO Web Learning Network provides browser-based PLATO instructional content, assessments and instructional management 24 hours a day, 7 days a week.

In this chapter

This chapter contains the following topics.

Topic	See Page
Accessing the PLATO Web Learning Network	4
Enabling Plugins and Controls	10
Using the Online Help	11
Using Instructional Months	13

Accessing PLATO Web Learning Network

Introduction

The first step to taking advantage of PLATO Web Network is to access the site: www.platoweb.com

Account Coordinators

The Account Coordinator is the primary contact between PLATO Learning, Inc., and your institution. PLATO Learning, Inc., provides your Account Coordinator with the following information so he or she can set up your account information:

- Account Number
- PLATO Name
- Group Name
- Password

Note Your Account Coordinator must set up this information before you can access PLATO Web Learning Network.

The Account Coordinator is also a Group Coordinator—the Account Coordinator creates other Group Coordinators within an account.

Access rights

There are three types of users in the PLATO Web Learning Network: Account Coordinators, Group Coordinators, and Learners.

Account Coordinators have administrative access to the account. Account Coordinators log into the Administrator Home page. Here, they have all the options the Group Coordinator has as well the Account Coordinator Tools. This option allows them to edit the login message and view the users in session for their account.

Group Coordinators have administrative access to PLATO Web Learning Network. When a Group Coordinator logs in, he or she automatically goes to the Administrator Home page to navigate to the instructional management features of the system.

Learners have learner access to PLATO Web Learning Network. When a learner logs in, he or she automatically goes to the Assignments. Learners' logins are created either by a Group Coordinator or by self-enrollment.

Continued on next page

Accessing PLATO Web Learning Network, Continued

Cookies

Every time you access the site, PLATO Web Learning Network detects whether you have an account cookie. Therefore, we recommend that you enable cookies on your computer. Please refer to your browser's Help system, or user guide for more information about cookies and instructions on how to enable them.

Note If you do not have cookies enabled on the computers your learners are using, they will have to enter their Account Number every time they access PLATO Web Learning Network.

How to

To access PLATO Web Learning Network, follow the steps below.

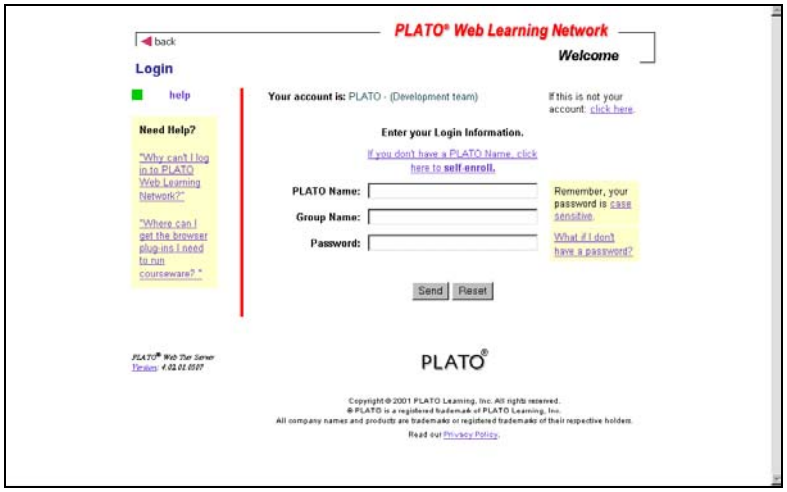
Step	Action
1	Open your Internet browser and navigate to www.platoweb.com.
2	Refer to the table below to determine your next step.

If…	Then…
this is your first time accessing PLATO Web Learning Network,	enter your account number on the Account Information page and click **Submit**. **Result** The Login page displays.
you have accessed PLATO Web Learning Network on this workstation before,	the Login page displays your account name. **Note** If the account name is not yours, click the click here link to return to the Account Information page.
you are an Account Coordinator,	go to step 7 to change your password.

Continued on next page

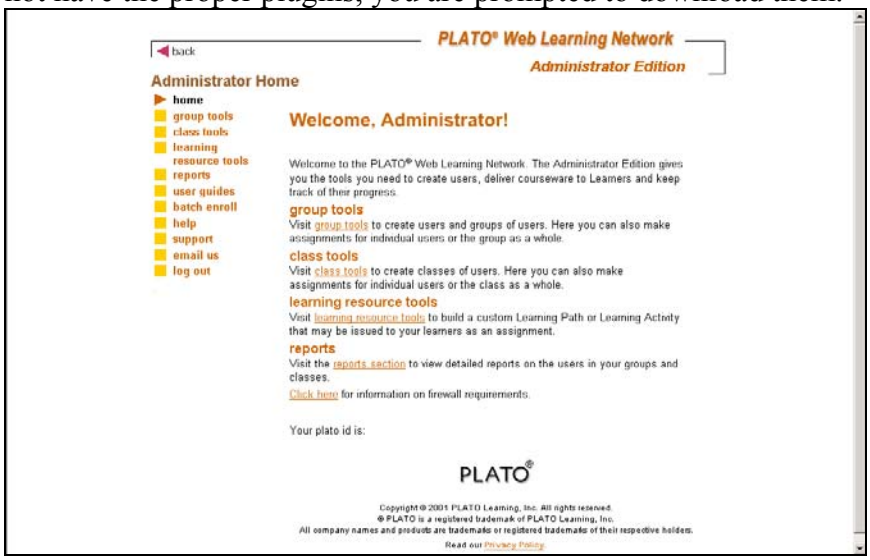
Accessing PLATO Web Learning Network, Continued

How to (continued)

Step	Action
	 .
3	On the Login page, enter your PLATO Name.
4	Enter your Group Name. Your Group Name is the name of the group in which you were created as a PLATO Web Learning Network user.
5	If you have a password, enter it. This password is case-sensitive and must be at least eight characters in length. If you do not have a password, leave this field blank.
6	Click the **Send** button. **If…** / **Then…** you entered a password, → the Administrator Home page displays. you did NOT enter a password, → the Create Password page displays. Go to step 7.

Continued on next page

How to (continued)

Step	Action
7	Enter and confirm your password and click the **Submit** button. **Note** If you are an Account Coordinator logging in for the first time, change your password. **Result** PLATO Web Learning Network detects whether or not the computer you are using has the necessary plugins to run courseware and displays the Administrator Home page. If you do not have the proper plugins, you are prompted to download them. 

Continued on next page

Accessing PLATO Web Learning Network, Continued

Home page options

Once you log in as a Group Coordinator, PLATO Web Learning Network displays the Administrator Home page. The Administrator Home page contains links to various administrative options. The table below identifies your options on the Administrator Home page.

Option	Description
Group Tools	Allows you to create and delete groups and users, and assign courseware. You can also edit existing groups, users and assignments. **Note** You must create a user within a group. Therefore, you must create a group before you can create users.
Class Tools	Allows you to create, edit and delete a class as well as view members of a class.
Learning Resource Tools	Allows you to view a list of courseware available to your group, view and run that courseware, and create assignments for students.
Reports	Allows you to view the performance of learners within a group on a variety of reports.
User Guides	Displays a page allowing you to choose from the following PLATO Web Learning Network documents to review and/or print: • PLATO Web Learning Network Quick Start Guide • PLATO Web Learning Network User Guides • Curriculum Guides • Student Materials • Scope and Sequence **Notes** Viewing any of these manuals requires Acrobat® Reader®. Click the Get Acrobat Reader button on the User Guides page to download it. Learners only have access to the Learner Guide. Tip Click the Back button on your browser to return to PLATO Web Learning Network after accessing a document file.

Continued on next page

Home page options (continued)

Option	Description
Batch Enroll	Allows Group Coordinators to import existing learner information (including First Name, Last Name and password) from their current student information system to PLATO Web Learning Network.
Help	Accesses online Help. The online Help allows you to choose whether you want help on "This page" or "All of PLATO Web Learning Network." If you select **This page** you will only receive help for the specific page from where you clicked the help link. If you select the **All of PLATO Web Learning Network** link, you will be able to search the entire Help system (using the Contents, Index and Search features). **Note** You cannot search the entire Help system from any of the login pages.
Support	Accesses the PLATO Support Center web site: http://platosupport.plato.com
Email us	Allows you to send an email to PLATO Support. This link is only available in the Administrator Edition of PLATO Web Learning Network.
Log out	Logs you out of PLATO Web Learning Network and displays the Login page. It is important that you log out when you are finished using PLATO Web Learning Network. **Note** The Learning Resource Tools is the only place within PLATO Web Learning Network where you cannot log out. Instead, you need to log out of the Learning Resource Tools and only then can you exit PLATO Web Learning Network.

Enabling Plugins and Controls

Introduction

We recommend that the instructor or lab manager perform the plugin downloads on each workstation prior to first student use. Doing so will enable students to log on quickly, access courseware and begin learning.

Enabling JavaScript® and ActiveX® controls

It is essential that you enable the JavaScript and ActiveX controls on your web browser to run PLATO courseware successfully. Check your Internet Options or Preferences (this menu option varies depending on your browser and version) to verify the controls are enabled.

Enabling plugins

The process for enabling plugins differs depending on whether you are running the PLATO Web Learning Network from a Windows® workstation or from a Macintosh® workstation. If you have not already installed the latest plugins on your workstation, follow the steps below.

Note If this is not your first time accessing PLATO Web Learning Network, you may not need to enable plugins. The system will prompt you if you do not have the latest plugins installed when you start the courseware.

Step	Action
1	Click the **Where can I get the browser plugins I need to run courseware?** link on the Login page. **Result** The Installing Courseware Plugins page displays and prompts you to download the most current plugins for your workstation.
2	Follow the onscreen instructions for either Macintosh or Windows PC users depending on your situation.
3	Click **OK** when the *Setup completed successfully* dialog displays.
4	Restart the web browser to activate changes.
5	Log on to PLATO Web Learning Network.

PLATO

Using the Online Help

Introduction

The PLATO Web Learning Network online Help allows Administrators and Learners to search the entire help system from any page (besides Login pages) using Contents, Index and Search features.

Options

The table below identifies the options for searching the online Help.

Option	Description
Contents	An expandable and collapsible format of information organized much like the PLATO Web Learning Network User's Guide.
Index	An alphabetized list of keywords on which you might search for information.
Search	A feature that retrieves all help topics that include the word on which you chose to search.

Accessing the Help

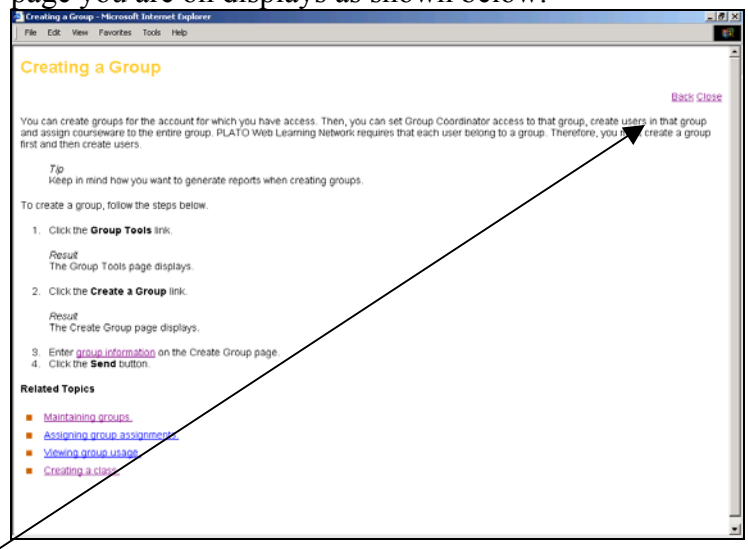
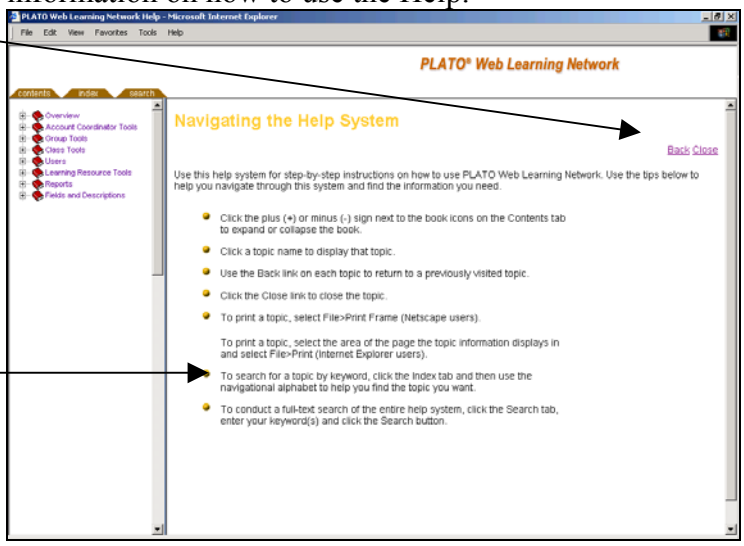
To access the online Help, follow the steps below.

Step	Action
1	Click the **help** link on any page within PLATO Web Learning Network. **Result** A branching topic displays allowing you to select help for the particular page you are on or for the entire PLATO Web Learning Network online Help.

Continued on next page

Using the Online Help, Continued

Accessing the Help (continued)

Step	Action
2	If you select the **this page** link, only information for the particular page you are on displays as shown below.  If you select the **All of PLATO Web Learning Network** link, the Contents, Index and Search features display along with information on how to use the Help.  using_help_contents.bmp
3	Click the **Close** button to close the Help.

Tip:
You can click the **Back** link to return to the branching topic and change your online Help option.

This help topic explains how to use the Help.

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Using Instructional Months

Introduction

Instructional Months is an alternative to concurrent user licensing for tracking group and individual student usage of PLATO Web Learning Network.

Note Account Coordinators and Group Coordinators are exempt from instructional month usage limitations.

Description

An instructional month equals access to PLATO Web Learning Network by a single user for a calendar month. Each learner login uses, at most, one instructional month per calendar month. An instructional month is not activated until a user logs in.

How it works

When a user logs in for the first time to PLATO Web Learning Network using an Instructional Months account, the date is recorded. The system uses this date to determine when an instructional month expires for subsequent months. A user can only use a maximum of 12 instructional months per calendar year.

Example 1
If a learner logs in to PLATO Web Learning Network on February 17th and does not sign on again until April 15th, the learner still uses an instructional month for March. This is because the first instructional month spans from February 17th to March 16th and the second instructional month spans from March 17th to April 16th. April 15th falls in the range of the second instructional month. If the user signs on again on April 17th another instructional month is activated.

Example 2
If a learner first logs in to PLATO Web Learning Network on January 31st, that instructional month will be valid through the end of February. A second instructional month will be needed on March 1st and on March 31st.

Continued on next page

Using Instructional Months, Continued

Limits

You can use instructional month limits for groups within an account and for users within groups. Because these are limits, not allocations, the total of the limits can exceed the total allocations for the account.

Example
If you have six instructional month allocations on the account and the account has two groups, you can set a limit of five instructional months for each group. However, each group will not be allowed five instructional months (because that would equal ten instructional months total). Rather, if one of the groups uses five instructional months, the other group will only have one instructional month.

Allocation

Instructional months are allocated in blocks. Each block can have separate activation and expiration dates. If you do not use a block in its entirety by the expiration date, the remaining instructional months are unavailable to the account. Each account using instructional months can have a single or several blocks.

PLATO

Chapter 3
Maintaining Groups

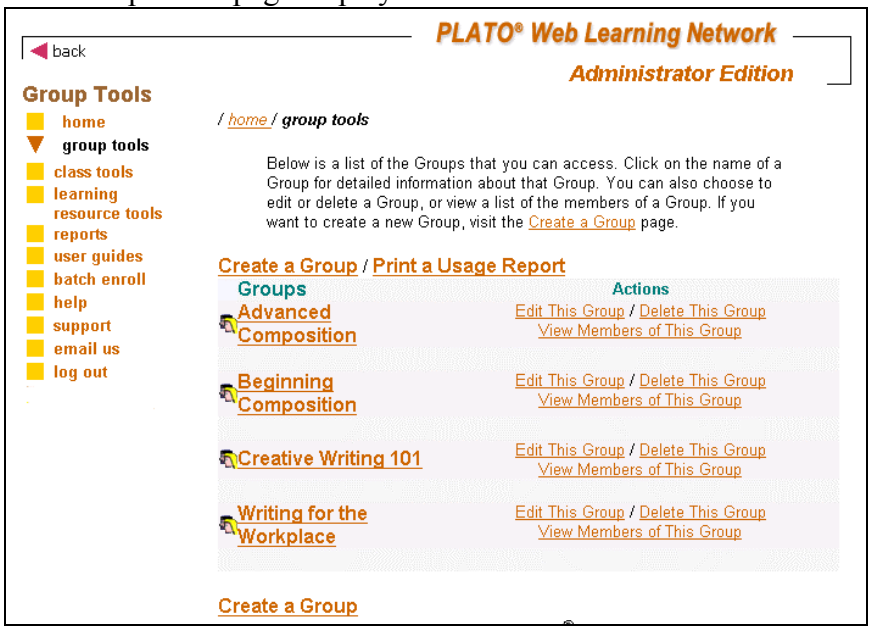
Overview

Introduction

PLATO Web Learning Network Group Tools allow you to manage users and their assignments at the group level.

Accessing the Group Tools page

To access the Group Tools page, follow the steps below.

Step	Action
1	Click the **group tools** link from the Administrator Home page. **Result** The Group Tools page displays. 

Continued on next page

Maintaining Groups Overview, Continued

In this chapter This chapter includes the following topics.

Topic	See Page
Creating Groups	17
Maintaining Groups	19
Assigning Group Assignments	25
Viewing Group Usage	28

PLATO

Creating Groups

Introduction

You can create groups for the account for which you have access. Then, you can set Group Coordinator access to that group, create users in that group and assign courseware to the entire group.

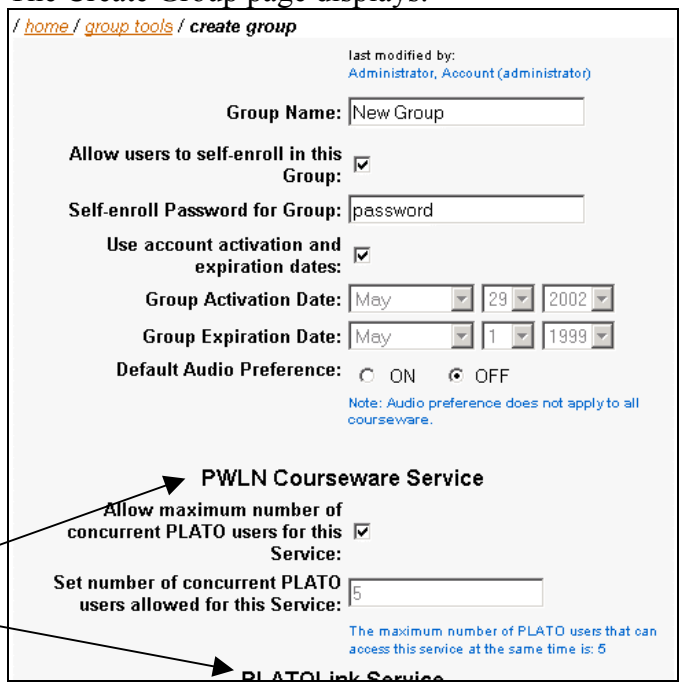
Requirement

You must create a group before you can create users. Each user must belong to a group.

How to

PLATO Web Learning Network requires that each learner belong to a group. Therefore, you must create a group in which to associate each learner. To create a group, follow the steps below.

Tip Keep in mind how you want to generate reports when creating groups.

Step	Action
1	Access the Group Tools page.
2	Click the **Create a Group** link. **Result** The Create Group page displays. 

These fields differ depending on how many PLATO Web Learning Network services you use.

Continued on next page

Creating Groups, Continued

How to (continued)

Step	Action
3	Enter group information. For more information about each field on the Create Group page, refer to *Fields and Descriptions* on page107.
4	Click the **Send** button.
5	Repeat steps 1-4 for any additional groups you want to create.

PLATO

Maintaining Groups

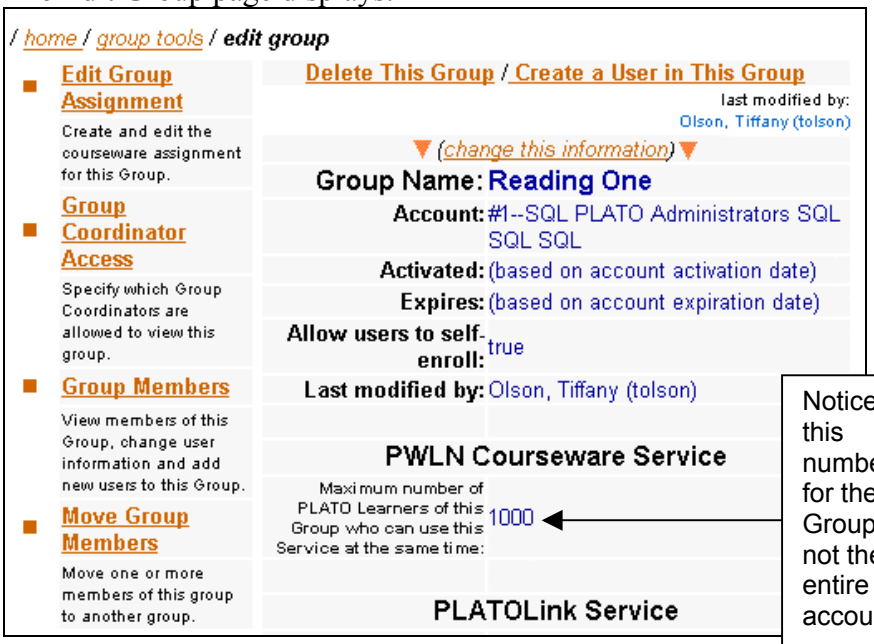
Introduction

Once you create a group, you can do the following to that group:

- Edit group information.
- Determine Group Coordinator access.
- Delete a group.
- View group members.

Editing group information

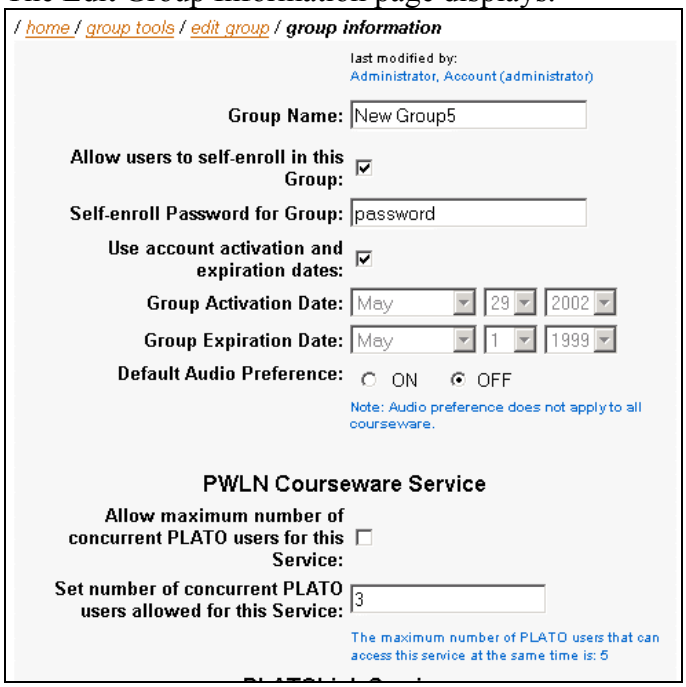
Once you create a group, you may want to modify the group's information. To do so, follow the steps below.

Step	Action
1	Access the Group Tools page.
2	Click the **Edit This Group** link associated with the group for which you want to edit group information. **Result** The Edit Group page displays. 

Continued on next page

Maintaining Groups, Continued

Editing group information (continued)

Step	Action
3	Click the **change this information** link. **Result** The Edit Group Information page displays.  **Note** The Edit Group Information page is identical to the Create Group page with one exception — the Delete Password field. However, if you are an Account Coordinator, the Delete Password field always displays on the Edit Group Information page.

Continued on next page

Editing group information (continued)

Step	Action
4	Edit group information, as necessary. For more information about the fields on the Edit Group Information page, refer to *Fields and Descriptions* on page 107.
5	Click the **Send** button. **Result** The Edit Group page redisplays.

Determining Group Coordinator access

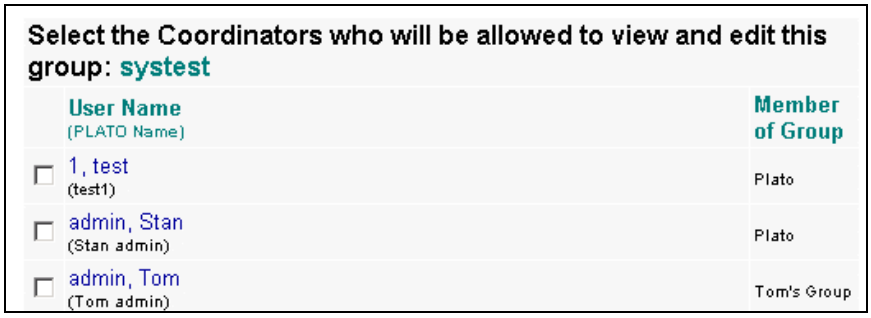
You can select the Coordinator(s) you want to be able to view and edit a particular group. To do so, follow the steps below.

Note If you log in as a Group Coordinator and create a group, you automatically have access to that group the next time you log in as that Group Coordinator. You do not have to provide Group Coordinator access for the Group Coordinator that created the group.

Step	Action
1	Access the Group Tools page.
2	Locate the group for which you want to set Group Coordinator access.
3	Click the **Edit This Group** link. **Result** The Edit Group page displays.

Continued on next page

Determining Group Coordinator access (continued)

Step	Action
4	Click the **Group Coordinator Access** link. **Result** The Group Coordinator Access page displays an alphabetical list by User Name (last name first) with the PLATO Name in parenthesis. The Group Coordinator Access identifies the group in which each Coordinator is a member. 
5	Select the checkbox to the left of the Coordinator(s) to whom you want to give access to the group.
6	Click the **Send** button. **Result** The Edit Group page redisplays.

Deleting groups

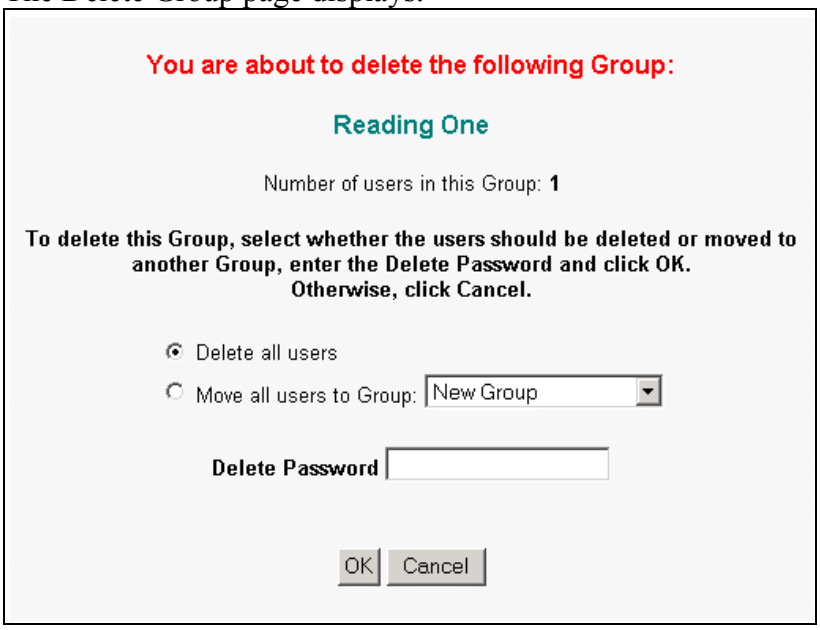
When you delete a group, you must decide what to do with the users in that group. You can either move all users to another group or delete all of them along with the group. To delete a group, follow the steps below.

Note You cannot recover a group after you delete it. If you inadvertently delete a group, you must recreate the group and user structure.

Step	Action
1	Access the Group Tools page.

Continued on next page

Deleting groups (continued)

Step	Action
2	Click the **Delete This Group** link. **Result** The Delete Group page displays. 
3	Refer to the table below to determine your next step. **If…** / **Then…** you want to delete members of this group, / select the **Delete all users** radio button. Go to step 5. you want to move all users to another group, / select the **Move all users to Group** radio button. Go to step 4.
4	Select the group to where you want to move the users.
5	Enter the Delete Password. **Note** The Group Coordinator creates this password when he or she creates the group.
6	Click the **OK** button.

Continued on next page

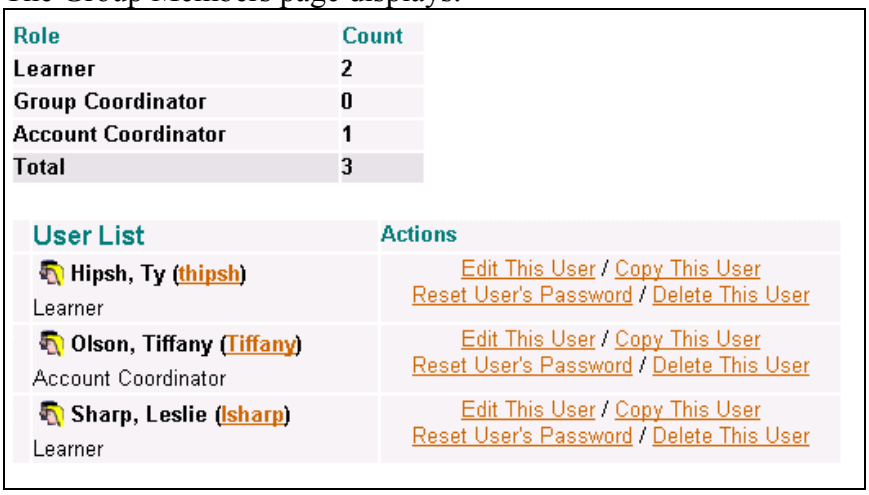
Maintaining Groups, Continued

Viewing group members

To view members of a group, follow the steps below.

Step	Action
1	Access the Group Tools page.
2	Locate the group for which you want to view members.
3	Click the **View Members of This Group** link. **Result** The Group Members page displays.

Identifies the types and number of each role in the group.



Role	Count
Learner	2
Group Coordinator	0
Account Coordinator	1
Total	3

User List	Actions
Hipsh, Ty (thipsh) Learner	Edit This User / Copy This User Reset User's Password / Delete This User
Olson, Tiffany (Tiffany) Account Coordinator	Edit This User / Copy This User Reset User's Password / Delete This User
Sharp, Leslie (lsharp) Learner	Edit This User / Copy This User Reset User's Password / Delete This User

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Assigning Group Assignments

Introduction

The PLATO Web Learning Network Group Tools allow you to assign courseware assignments to an entire group.

Note Every learner in the group automatically receives the group assignments you create.

Group Coordinators

Do not make assignments for Group Coordinators. They can view courseware through the Learning Resource Tools in the Administration Edition of PLATO Web Learning Network.

How to

To assign an assignment to an entire group, follow the steps below.

Step	Action
1	Access the Group Tools page.
2	Click the **Edit This Group** link.
3	Click the **Edit Group Assignment** link. **Result** The Group Assignments page displays.
4	Select the **Assign** checkbox for the activity you want to assign.
5	Click the **Assign Selected Activities** button. **Result** The assignment displays in the Current Assignments for Group: section of the page.

Continued on next page

Assigning Group Assignments, Continued

Rearranging assignments

Learners will see assignments in the same order you place them on the Group or User Assignments page. To rearrange assignments, follow the applicable steps below.

Step	Action—Group	Action—User
1	Access the Group Tools page.	
2	Click the **Edit This Group** link. **Result** The Edit Group page displays.	
3	Click the **Edit Group Assignment** link. **Result** The Group Assignments page displays.	Click the **Group Members** link. **Result** The Group Members page displays.
4	---	Click the **Edit This User** link for the user for which you want to create an individual assignment. **Result** The Edit User page displays.
5	---	Click the **Change Assignment** link. **Result** The User Assignments page displays.
6	Click the **Up and Down arrows** ( ) to move the activity up or down one position in the list each time you click an arrow. **Note** The arrows display only if you can move the activity.	
7	Click the **Update Assignment** button.	

Continued on next page

Assigning Group Assignments, Continued

Removing assignments

You can remove assignments from both the Group or User Assignments page. To remove assignments, follow the appropriate steps below.

Step	Action—Group	Action—User
1	Access the Group Tools page.	
2	Click the **Edit This Group** link. **Result** The Edit Group page displays.	
3	Click the **Edit Group Assignment** link. **Result** The Group Assignments page displays.	Click the **Group Members** link. **Result** The Group Members page displays.
4	---	Click the **Edit This User** link for the user for which you want to create an individual assignment. **Result** The Edit User page displays.
5	---	Click the **Change Assignment** link. **Result** The User Assignments page displays.
6	Deselect the **Assign** checkbox for any activity you want to unassign to the group or user.	
7	Click the **Update Assignment** button.	

Viewing Group Usage

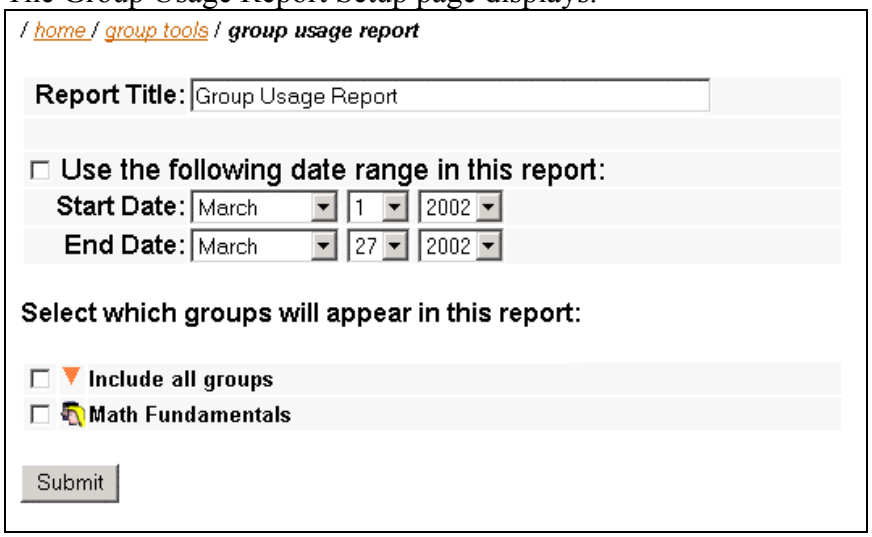
Introduction

The Group Usage report allows you to determine whether you need to increase the number of subscriptions for an account or increase/decrease the number of concurrent users for a group.

Note You cannot generate group usage information with a start date prior to January 6, 2002. Group usage information has not been recorded prior to this date.

How to

To view group usage, follow the steps below.

Step	Action
1	Access the Group Tools page.
2	Click the **Print a Usage Report** link. **Result** The Group Usage Report Setup page displays. 
3	Enter a title for this report or accept the default.
4	Select the **Use the following date range in this report** checkbox.
5	Indicate start and end dates for the report or accept the default.
6	Indicate which groups you want to include in the report.

Continued on next page

Viewing Group Usage, Continued

How to (continued)

Step	Action
7	Click the **Submit** button. **Result** The Group Usage Report displays.

back

Printed: 01/07/2002

Group Usage Report

PLATO®

Group Name	Subscription Limits min/max *	Maximum Used	Date/Time of Max.Usage	Total Session Time (hours:minutes)
systest	(100000)/(100000)	2	1/2/2002 1:32:01 PM	38:57

*Values in parentheses () are derived from account subscription values, not group subscription values.

PLATO

Chapter 4
Maintaining Classes

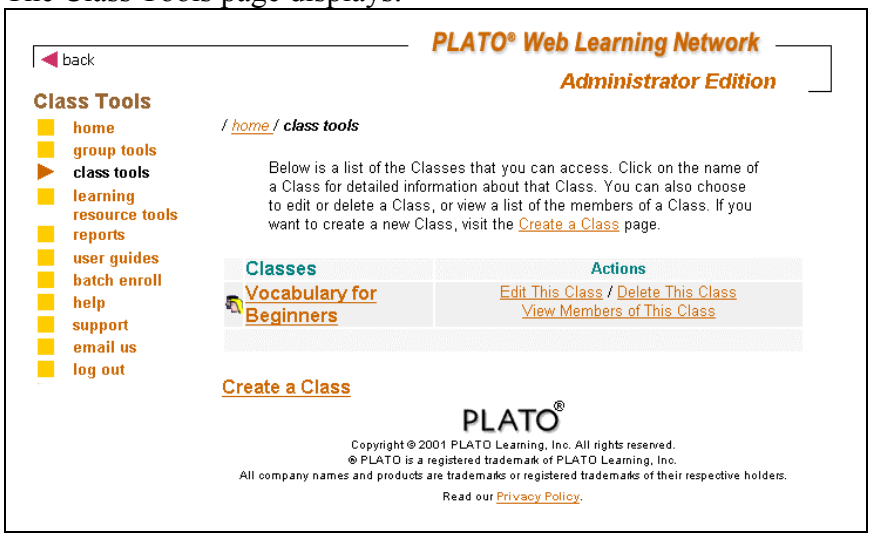
Overview

Introduction

PLATO Web Learning Network Class Tools allow you to manage learners and their assignments.

Accessing the Class Tools page

To access the Class Tools page, follow the steps below.

Step	Action
1	Click the **class tools** link from the Administrator Home page. **Result** The Class Tools page displays. 

In this chapter

This chapter includes the following topics.

Topic	See Page
Creating Classes	17
Maintaining Classes	34
Assigning Class Assignments	38

Creating Classes

Introduction You can create classes to further organize your learners in PLATO Web Learning Network.

Requirements Classes must exist within groups; therefore, you must create a group before you can create a class. For more information about creating groups, see the *Creating Groups* section on page 17.

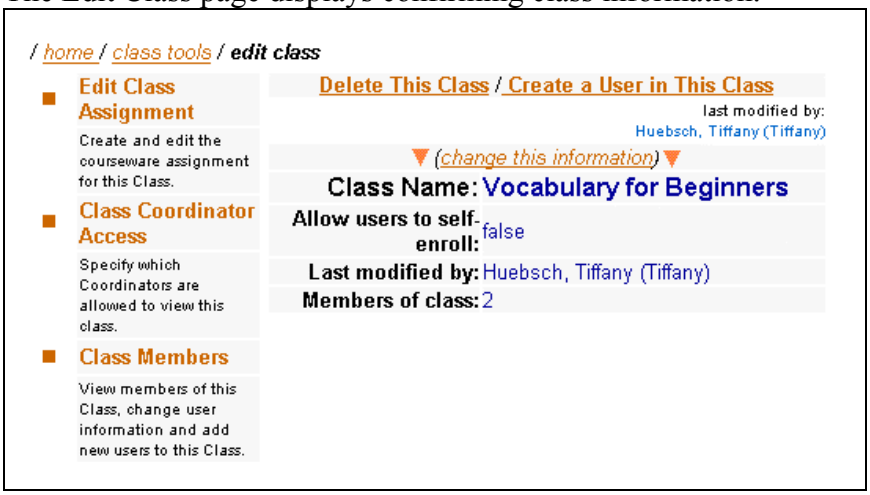
How to To create a class, follow the steps below.

Tip Keep in mind how you want to generate reports when creating classes.

Step	Action
1	Access the Class Tools page.
2	Click the **Create a Class** link.
3	Enter a name for the class.
4	Click the **Send** button. **Result** A page displays prompting you to select the Coordinators you want to have access to this class. . **Note** The Group Coordinator Access page displays an alphabetical list by User Name (last name first) with the PLATO Name in parenthesis. The Group Coordinator Access identifies to which group each Coordinator is a member.
5	Select the checkbox associated with each Coordinator you want to have access for viewing and editing this class.

Continued on next page

How to (continued)

Step	Action
6	Click the **Send** button. **Result** The Edit Class page displays confirming class information. 

Maintaining Classes

Introduction

Once you create a class, you can do the following to the class:

- Edit class name.
- Edit Class Coordinator.
- View class members.
- Create, delete or rename a class section.
- Delete a class.

Editing class name

To edit class information, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link associated with the class for which you want to edit information.
3	Click the **change this information** link.
4	Modify the class name as necessary.
5	Click the **Send** button.

Editing Class Coordinator access

To edit Class Coordinator access, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link associated with the class for which you want to edit information.
3	Click the **Class Coordinator Access** link.
4	Select or deselect the checkbox for the Class Coordinators as necessary.
5	Click the **Send** button.

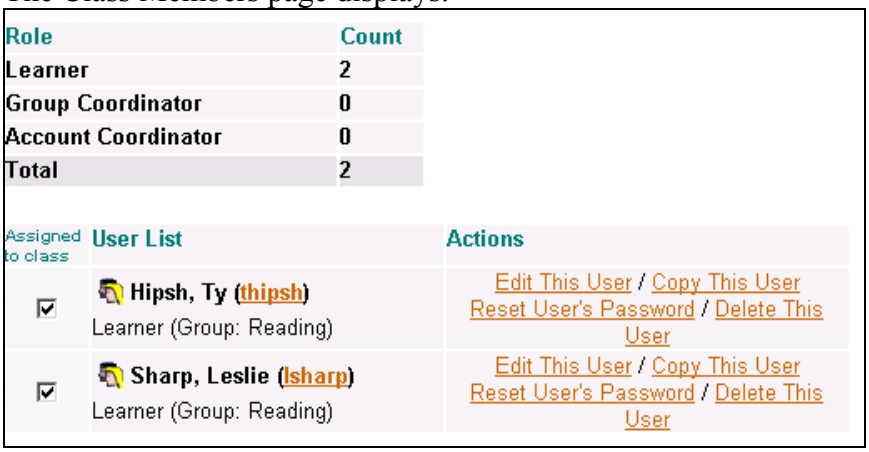
Continued on next page

Viewing class members

To view class members, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **View Members of This Class** link associated with the class for which you want to view learners. **Result** The Class Members page displays.

Identifies the types and number of each role in the class.



Role	Count
Learner	2
Group Coordinator	0
Account Coordinator	0
Total	2

Assigned to class	User List	Actions
☑	Hipsh, Ty (thipsh) Learner (Group: Reading)	Edit This User / Copy This User Reset User's Password / Delete This User
☑	Sharp, Leslie (lsharp) Learner (Group: Reading)	Edit This User / Copy This User Reset User's Password / Delete This User

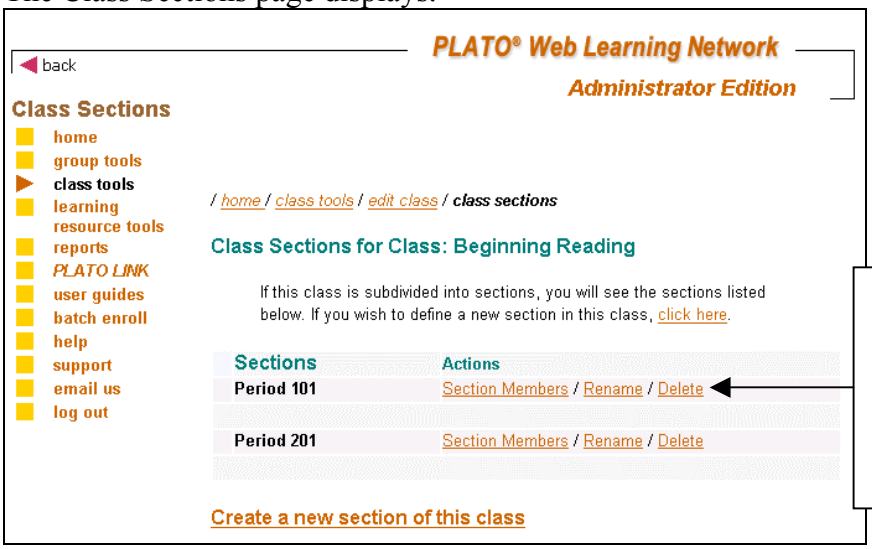
Creating, deleting or renaming a class section

Sections allow you to better organize classes if you have a large school district or university setting. You can create multiple sections for a class. To create, delete or rename a class section, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link for the class for which you want to create a section.

Continued on next page

Creating, deleting or renaming a class section (continued)

Step	Action
3	Click the **Class Sections** link. **Result** The Class Sections page displays. 
4	Click the **Create a new section of this class** link.
5	Enter a name for the section on the Create Class Section page.
6	Click the **Send** button. **Result** The Class Sections page redisplays. You can now add users to the section by clicking the Section Members link. For more information about adding users to a section, refer to the *Adding a user to a section* section on page 55.

Continued on next page

Deleting a class

To delete a class, follow the steps below.

Note You cannot recover a class once you delete it. If you inadvertently delete a class, you must recreate the class and user structure.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link.
3	Click the **Delete This Class** link.
4	Click **OK** when the system prompts you to delete the class.

Assigning Class Assignments

Introduction

PLATO Web Learning Network Class Tools allow you to assign assignments for an entire class.

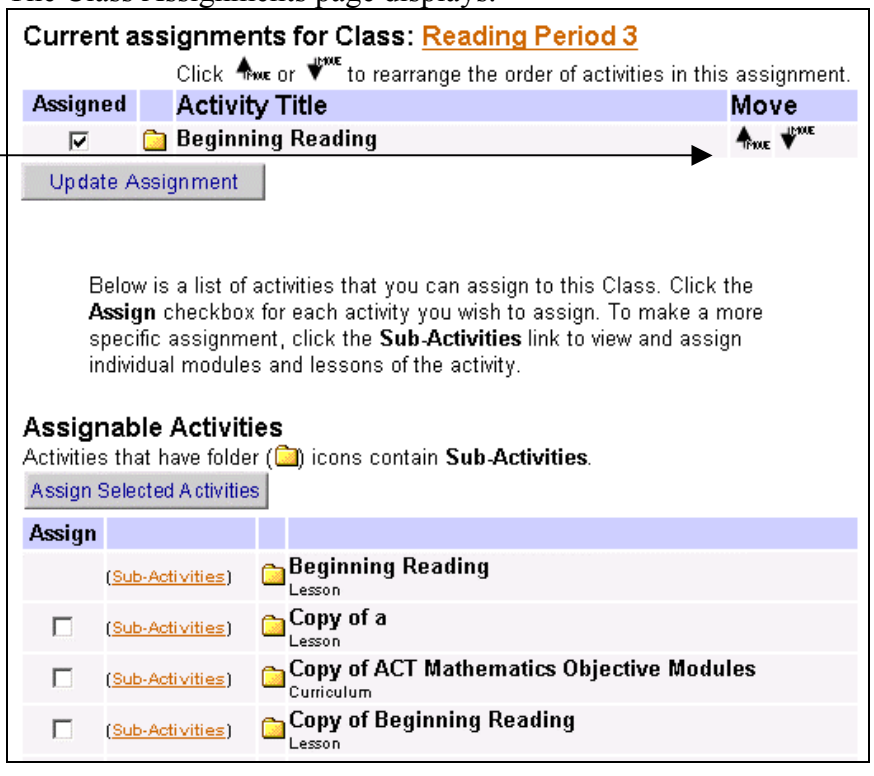
Note Every learner in the class automatically receives the class assignments you assign. If you do not want a learner in the class to receive a class assignment, remove the assignment for that specific learner. For more information about how to unassign a class assignment, refer to the *Changing User Assignments* section on page 57.

How to

To assign an assignment to an entire class, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link.
3	Click the **Edit Class Assignments** link. **Result** The Class Assignments page displays.

You can use these arrows to rearrange the order in which the assignments display.



Continued on next page

Assigning Class Assignments, Continued

How to (continued)

Step	Action
4	Select the **Assign** checkbox for each activity you want to assign to the class. **Tip** Continue to click the Sub-Activities link for each activity to view the entire contents of the activity. Select the Assign checkbox for every sub-activity you want to assign to the class as well.
5	Click the **Assign Selected Activities** button when you finish choosing courseware for this class. **Result** The Current Assignments for Class page displays.

Removing assignments

You can also remove assignments. To do so, follow the steps below.

Step	Action
1	On the Class Assignments page, deselect the **Assign** checkbox for any activity you want to unassign the class.
2	Click the **Update Assignment** button.

PLATO

Chapter 5
Maintaining Users

Overview

Introduction

Whether you are working in the Group Tools or Class Tools in PLATO Web Learning Network, the functions you perform regarding users are virtually identical. Refer to this chapter of the PLATO Web Learning Network User's Guide for any user information you may need when you are in either the Group Tools or Class Tools.

Procedures

This chapter combines any user-related procedure that you can perform from both the Group Tools or Class Tools options PLATO Web Learning Network.

In this chapter

This chapter includes the following sections.

Topic	See Page
Creating Users in a Group	42
Creating Users in a Class	44
Batch Enrolling Users	46
Assigning Individual Assignments	49
Viewing Current Users in Session	50
Editing Users	52
Reviewing Learner Performance Information	65

Creating Users in a Group

Introduction

Every user you create in PLATO Web Learning Network must belong to a group.

Requirement

You must create a group before you can create users. Each user must belong to a group. Once you create users within a group, you can assign individual learners to classes within that group.

For more information about adding existing users to classes within a group, see the *Adding a user to a class* section on page 55.

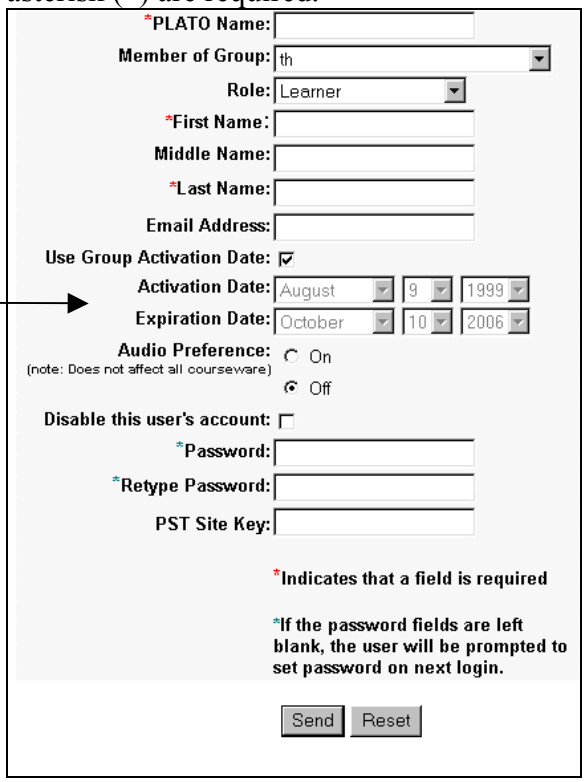
How to

To create a user in a group, follow the steps below.

Step	Action
1	Access the Group Tools page.
2	Click the **Edit This Group** link. **Result** The Edit Group page displays.

Continued on next page

How to (continued)

Step	Action
3	Click the **Create a User in This Group** link. **Result** The Create a New User in Group page displays. All fields with an asterisk (*) are required.  Additional fields display for Instructional Month clients.
4	Enter user information. For more information about the fields on the Create a New User page, refer to *Fields and Descriptions* on page 110.
5	Click the **Send** button. **Result** The Edit User page displays and confirms the information you entered.

Creating Users in a Class

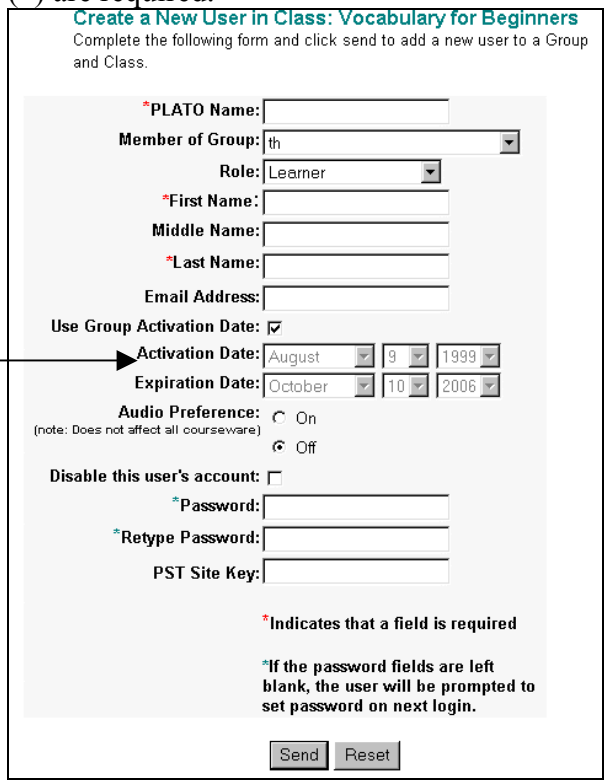
Introduction

Classes exist within groups. Therefore, you can also create a user within a class in PLATO Web Learning Network.

How to

To create a user in a class, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link. **Result** The Edit Class page displays.
3	Click the **Create a User in This Class** link. **Result** The Create a New User page displays. All fields with an asterisk (*) are required.



Additional fields display for Instructional Month clients.

Continued on next page

Creating Users in a Class, Continued

How to (continued)

Step	Action
4	Enter user information. For more information about the fields on the Create a New User page, refer to *Fields and Descriptions* on page 110.
5	Click the **Send** button. **Result** The Edit User page redisplays and confirms the new user.

Batch Enrolling Users

Introduction

You can import learner information from an existing student information system into PLATO Web Learning Network. Doing so minimizes the amount of data entry and, therefore, the possibility for error

Restrictions

Batch enrollment is unavailable between the hours of 8:30 a.m. and 4:30 p.m. CST.

Before you begin

Student information must exist in a comma-separated variable (CSV) input file to properly import into PLATO Web Learning Network. You must identify what fields in the file correspond to PLATO Name, Password, First Name and Last Name for the information to import properly. The file must include these four fields in any order separated by commas (not spaces) only.

The first line of the file should identify what you want the fields named (e.g., PLATOname,password,First,Last). The next lines in the file should contain actual user information for each corresponding field and whether you want the information capitalized (e.g., sjasper,arizona,Sarah,Jasper).

How to

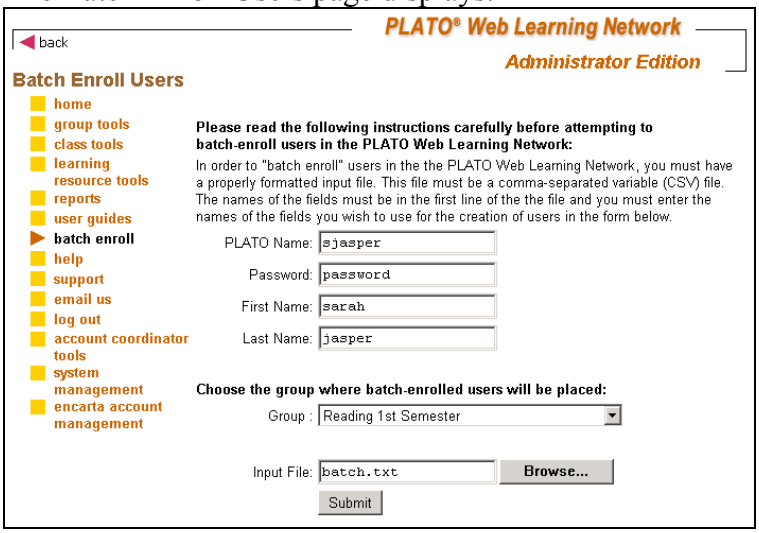
To import users into PLATO Web Learning Network, follow the steps below.

Step	Action
1	Create a group into which you want to batch enroll the users. For more information about creating groups, see the *Creating Groups* section on page 17.

Continued on next page

Batch Enrolling Users, Continued

How to (continued)

Step	Action
2	Click the **batch enroll** link from the navigation panel. **Result** The Batch Enroll Users page displays. 
3	Enter the names of the PLATO Name, Password, First Name and Last Name fields as they appear in the first line of the input file.
4	Select the group into which you want to batch enroll the users.
5	Click the **Browse** button and locate the input file. Click **Open**.
6	Click the **Submit** button. **Result** The Edit Group page displays for the group into which you enrolled the users. If any errors occur during the import process, an error message displays the processing results.

Continued on next page

Batch Enrolling Users, Continued

How to (continued)

Step	Action
7	You can now modify this group like you would any other group in PLATO Web Learning Network, including moving these group members to different groups. Tip Click the Move Group Members link to move all of the imported learners from the batch enroll group into a single destination group at one time. For more information, see the *Moving users from one group to another* section on page 62. For more information on editing groups, refer to the *Maintaining Groups* section page 19.

PLATO

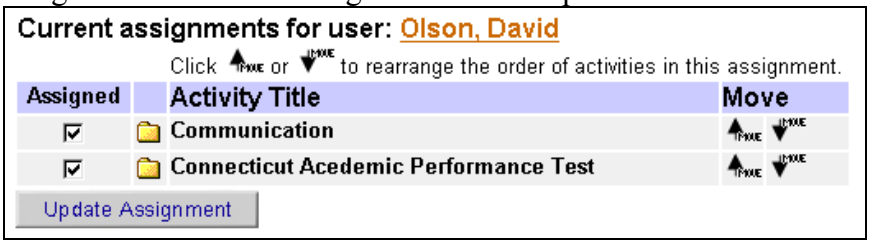
Assigning Individual Assignments

Introduction

You can assign individual assignments via Group Tools or Class Tools.

How to

To assign an individual learner an assignment, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Access the Group Tools page.	Access the Class Tools page.
2	Click the **Edit This Group** link. **Result** The Edit Group page displays.	Click the **Edit This Class** link. **Result** The Edit Class page displays.
3	Click the **Group Members** link. **Result** The Group Members page displays.	Click the **Class Members** link. **Result** The Class Members page displays.
4	Click the **Edit This User** link for the user for which you want to create an individual assignment. **Result** The Edit User page displays.	
5	Click the **Change Assignment** link. **Result** The User Assignments page displays. The learner's group or class assignments also display on this page, depending on whether you assigned an individual assignment via Group Tools or Class Tools. 	
6	Remove and assign assignments unique to this user.	
7	Click the **Update Assignment** button as necessary.	

Continued on next page

Viewing Current Users in Session

Introduction

You can view which users are currently logged on to PLATO Web Learning Network. You can also view their Session Status and determine whether you want to force them out of PLATO Web Learning Network.

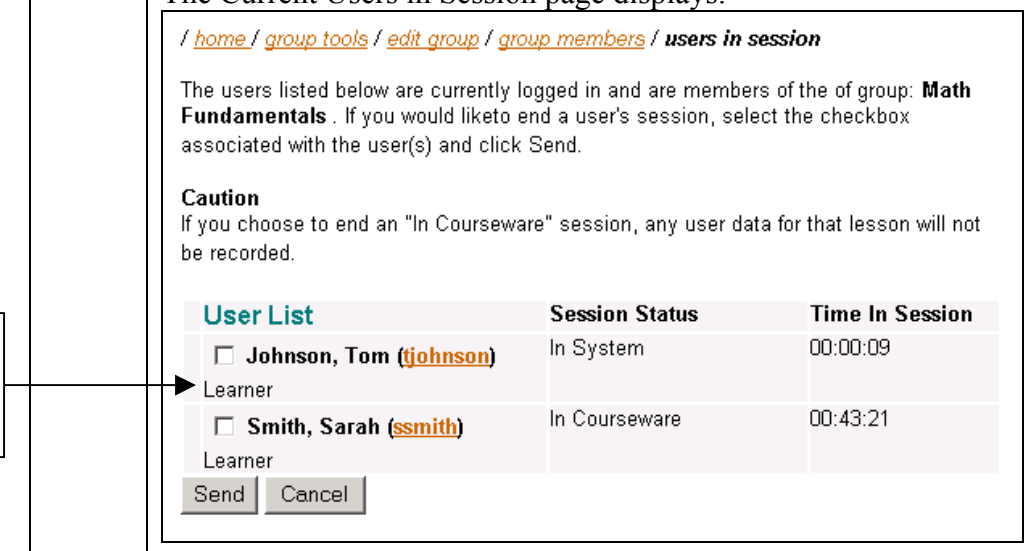
Warning

If you choose to end an "In Courseware" session, any user data for that lesson will not be recorded.

How to

To view the current users in session, follow the steps below.

Step	Action
1	Access the Group Tools page.
2	Click the **show users in session** link. **Result** The Current Users in Session page displays.
3	Select the checkbox associated with the user(s) you want to force out of PLATO Web Learning Network.
4	Click the **Send** button. **Result** A message displays prompting you to confirm your selection(s).



Select the checkbox to log a user off the system.

Continued on next page

Viewing Current Users in Session, Continued

How to (continued)

Step	Action
5	Click **OK**. **Result** The Current Users in Session page refreshes.

Editing Users

Introduction

You can edit users in PLATO Web Learning Network from both the Group Tools and the Class Tools options. Editing users includes the following:

- Editing user information.
- Copying user information.
- Adding a user to a class.
- Adding a user to a section.
- Removing a user from a section.
- Changing user assignments.
- Resetting a user's password.
- Reviewing learner attendance data.
- Reviewing learner progress information.
- Deactivating a user.
- Moving users (single or multiple) from one group to another.
- Deleting a user from a group or class.
- Deleting a user from a class ONLY.

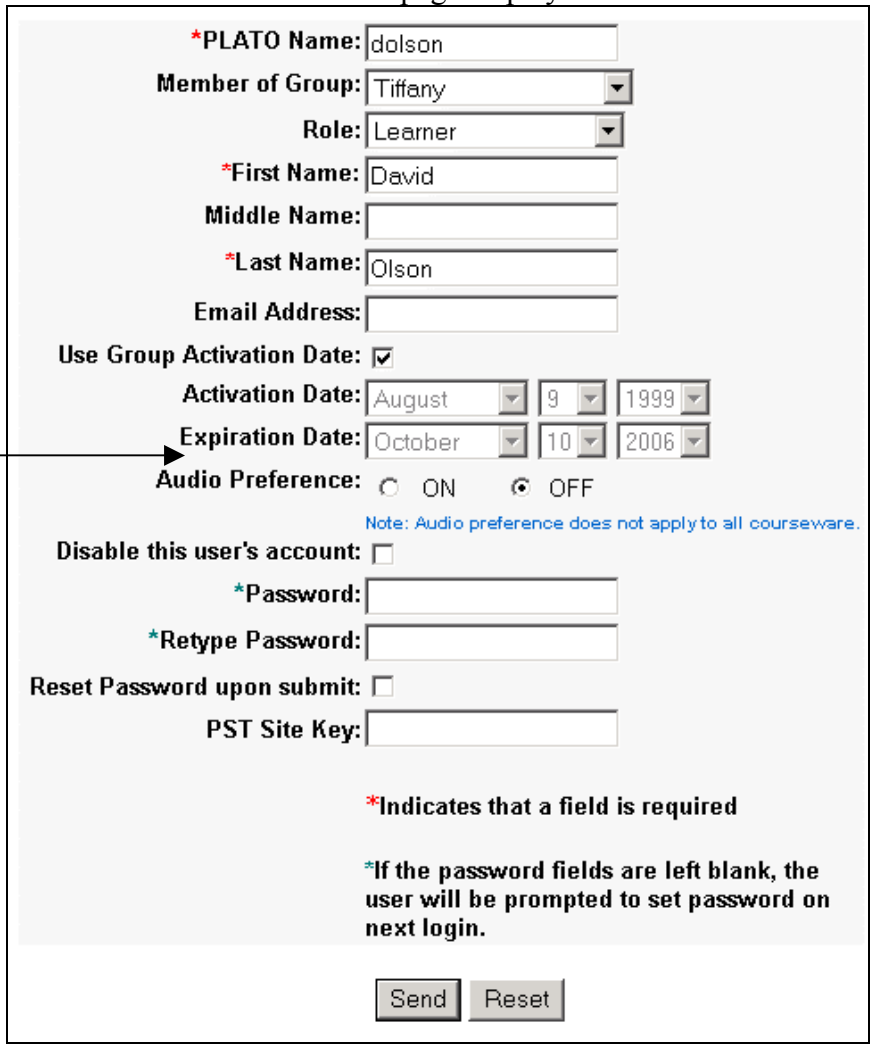
Editing user information

On the Edit User Information page you can edit any user information entered when this user was created including PLATO Name, Member of Group, Activation and Expiration dates, and passwords. To edit user information from Group Tools or Class Tools, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **Edit This Group** link.	Click the **Edit This Class** link.
4	Click the **Group Members** link.	Click the **Class Members** link.
5	Click the **Edit This User** link associated with the user for whom you want to edit information.	

Continued on next page

Editing user information (continued)

Step	Action
6	Click the **change this information** link. **Result** The Edit User Information for page displays.  Additional fields display for Instructional Month clients.
7	Edit user information as necessary. For more information about the fields on the Edit User Information for page, refer to *Fields and Descriptions* on page 110.
8	Click the **Send** button.

Continued on next page

Editing Users, Continued

Copying user information

PLATO Web Learning Network allows you to create a new user based on an existing user to reduce the amount of data entry time. To create a new user based on an existing user from Group Tools or Class Tools, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of this Group** link	Click the **View Members of this Class** link.
4	Click the **Copy This User** link. **Result** The Create a New User page displays.	
5	Delete the user's PLATO Name and enter the new user's PLATO Name.	
6	Replace First Name and Last Name information with the new user's information. Modify the user's middle name, as necessary.	
7	Modify learner information as necessary. For more information about the fields on the Create a New User page, refer to *Fields and Descriptions* on page 110.	
8	Click the **Send** button.	

Continued on next page

Adding a user to a class

You can add an existing user to any class. To do so, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Locate the class to which you want to add a user.
3	Click the **View Members of this Class** link.
4	Click the **Add users to this Class** link. **Result** The list of groups for this account displays.
5	Click the group that contains the user you want to add to your class.
6	Select the checkbox associated with the learner you want to include.
7	Click the **Send** button.

Adding a user to a section

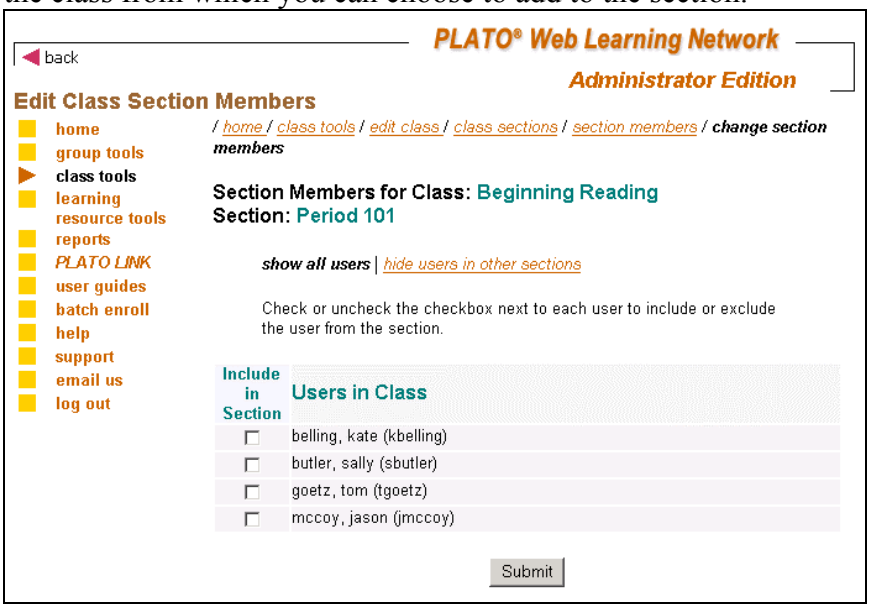
You can add a user to one or multiple sections in the class. You must create a class section before you can add a user to it. For more information about creating class sections, refer to the *Creating a Class Section* section on page 35.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link for the class that contains the section to which you want to add a user.
3	Click the **Class Sections** link. **Result** The Class Sections page displays.
4	Click the **Section Members** link for the section to which you want to add a user link.

Continued on next page

Editing Users, Continued

Adding a user to a section (continued)

Step	Action
5	Click the **Change Section Members** link to add a user to the section. **Result** The Edit Class Section Members page displays all of the users in the class from which you can choose to add to the section. 
6	Select the **Include in Section** checkbox(es) next to user(s) you want to add to the section.
7	Click the **Submit** button. **Result** The Class Sections page redisplays.

Continued on next page

Removing a user from a section

To remove a user from a class section, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **Edit This Class** link.
3	Click the **Class Sections** link.
4	Click the **Section Members** link.
5	Click the **Change Section Members** link.
6	Deselect the Include in Section checkbox(es) for the user(s) you want to remove from the section.
7	Click the **Submit** button. **Result** The Class Sections page redisplays the user is removed from the section.

Changing user assignments

Learners have three kinds of assignments in Group Tools: group, class and individual. Learners have two kinds of assignments in Class Tools: class and individual.

Every learner in the group automatically receives the group assignments. Likewise, every learner in the class automatically receives the class assignment. You can make an individual learner's assignments unique from within Group Tools and Class Tools. To do so, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of This Group** link.	Click the **View Members of this Class** link.
4	Click the **Edit This User** link associated with the user for whom you want to change assignment information.	

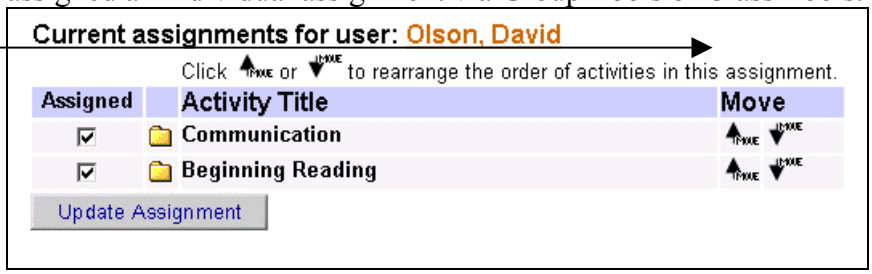
Continued on next page

Editing Users, Continued

Changing user assignments (continued)

Step	Action
5	Click the **Change Assignment** link. **Result** The User Assignments page displays. The learner's group or class assignments also display on this page, depending on whether you assigned an individual assignment via Group Tools or Class Tools.
6	Refer to the table below to determine your next step.

Use these arrows to rearrange learner assignments.



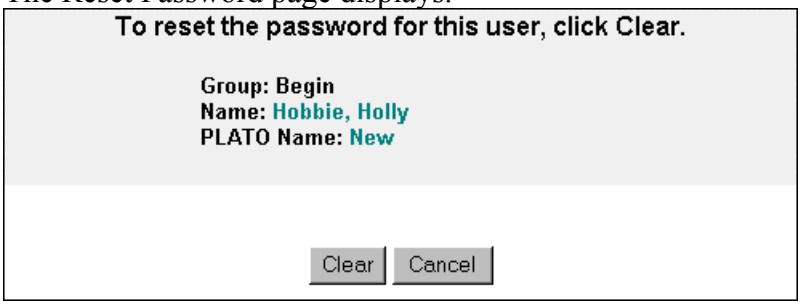
If…	Then…
you want to add activities,	select the **Assign** checkbox associated with the activity from the Assignable Activities list. Click the **Assign Selected Activities** button.
you want to remove activities,	deselect the **Assigned** checkbox associated with the activity from the Current Assignments for list. Click the **Update Assignment** button.

Note Do not make assignments for Class Coordinators or Group Coordinators. They can view courseware through Learning Resource Tools in the Administrator Edition.

Continued on next page

Resetting a user's password

If a learner forgets a password or creates an inappropriate password, you can reset his or her password from within both Group Tools and Class Tools. To do so, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of This Group** link.	Click the **View Members of this Class** link.
4	Click the **Reset User's Password** link. **Result** The Reset Password page displays. 	
5	Click the **Clear** button to reset the user's password. **Result** PLATO Web Learning Network prompts the user to enter a new password the next time he or she logs in.	

Reviewing learner attendance information

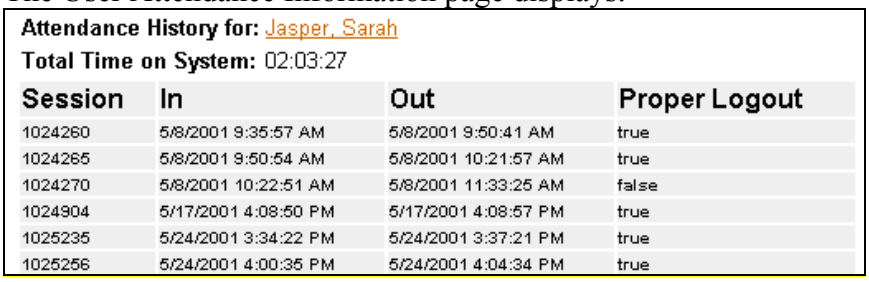
At any time, you can access a learner's attendance information from either the Group Tools or Class Tools. To do so, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of This Group** link.	Click the **View Members of this Class** link.
4	Click the **Edit This User** link associated with the user for whom you want to review learner attendance information.	

Continued on next page

Editing Users, Continued

Reviewing learner attendance information (continued)

Step	Action
5	Click the **Review Learner Attendance Data** link. **Result** The User Attendance Information page displays.  **Attendance History for:** Jasper, Sarah **Total Time on System:** 02:03:27 Session | In | Out | Proper Logout 1024260 | 5/8/2001 9:35:57 AM | 5/8/2001 9:50:41 AM | true 1024265 | 5/8/2001 9:50:54 AM | 5/8/2001 10:21:57 AM | true 1024270 | 5/8/2001 10:22:51 AM | 5/8/2001 11:33:25 AM | false 1024904 | 5/17/2001 4:08:50 PM | 5/17/2001 4:08:57 PM | true 1025235 | 5/24/2001 3:34:22 PM | 5/24/2001 3:37:21 PM | true 1025256 | 5/24/2001 4:00:35 PM | 5/24/2001 4:04:34 PM | true Tip For more information about the fields that display on the User Attendance Information page, refer to the *Fields and Description* section on page 114.

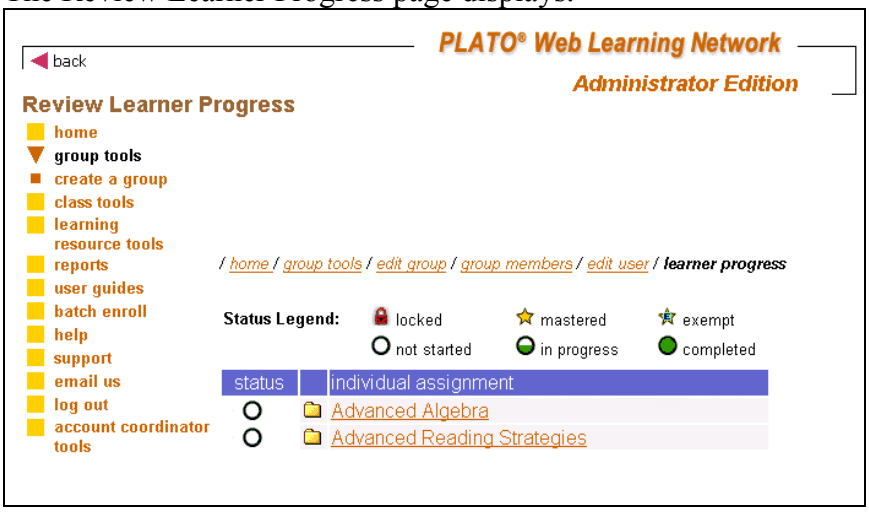
Reviewing learner progress information

Much like a learner, you can view a learner's assignments and the status of those assignments. To do so, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of This Group** link.	Click the **View Members of this Class** link.
4	Click the **Edit This User** link associated with the user for whom you want to deactivate.	

Continued on next page

Reviewing learner progress information (continued)

Step	Action
5	Click the **Review Learner Progress** link. **Result** The Review Learner Progress page displays. 

Deactivating a user

To deactivate a user, follow the steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of This Group** link.	Click the **View Members of this Class** link.
4	Click the **Edit This User** link associated with the user for whom you want to deactivate.	
5	Select the **Disable This User's account** checkbox.	
6	Click the **Send** button.	

Continued on next page

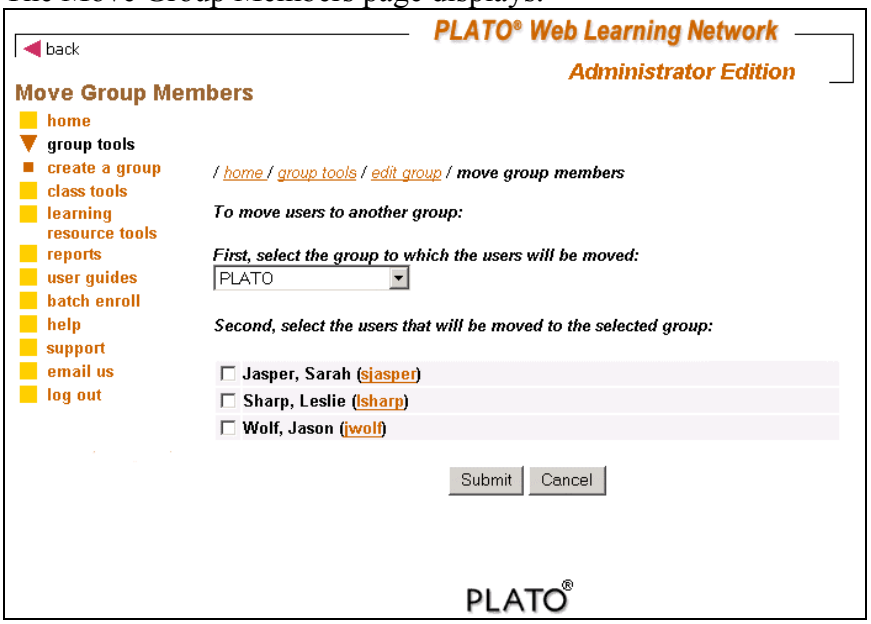
Editing Users, Continued

Moving users from one group to another

PLATO Web Learning Network allows you to move multiple users from one group to another group or move a single user to a group.

Move multiple users from one group to another

To move multiple users from one group to another, follow the steps below.

Step	Action
1	Click the **group tools** link.
2	Locate the group.
3	Click the **Edit This Group** link.
4	Click the **Move Group Members** link. **Result** The Move Group Members page displays. 
5	Select the group to which you want to move the user(s).
6	Select the user(s) you want to move to the group.

Continued on next page

Moving users from one group to another (continued)

Step	Action
8	Click the **Submit** button. **Note** If you selected to move multiple users at one time, a message displays any users that the system was unable to move. **Result** The Move Group Members page redisplays and you have the option to go to the Edit Group page for the group you just moved the user(s) to or the group you moved the user(s) from.

Move a single user from a group or class to another group

You can move a single user from a group or class to another group. To do so, follow the appropriate steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of This Group** link.	Click the **View Members of this Class** link.
4	Click the **Edit This User** link associated with the user for whom you want to move from one group to another.	
5	Click the **change this information** link.	
6	Select the **Member of Group** drop-down menu and change the group to which the user belongs.	
7	Click the **Send** button.	

Continued on next page

Editing Users, Continued

Deleting a user from a group or class

You cannot recover a user after you delete him or her. If you delete a user who you did not want to delete, you will have to create that user again. To delete a user from group tools, follow the Action—Group Tools steps below. To delete a user from class tools, follow the Action—Class Tools steps below.

CAUTION
If you delete a user from a group, the system automatically deletes the user from his or her class(es) and any class sections, if applicable, that user belongs to as well.

Tip Disable a user instead. Doing so allows you to remove the user from the class or group without permanently deleting the user from the system. You can reactivate the user at any time. For more information about deactivating a user, refer to the *Deactivating a user* section on page 61.

Step	Action—Group Tools	Action—Class Tools
1	Access the Group Tools page.	Access the Class Tools page.
2	Locate the group.	Locate the class.
3	Click the **View Members of This Group** link.	Click the **View Members of This Class** link.
4	Click the **Delete This User** link associated with the user you want to delete. **Result** A warning displays the implications of deleting a user.	
5	Click **OK** or **Cancel** to continue.	

Deleting a user from a class ONLY

You can delete a user from a class by simply removing them from the class without deleting them from the system. To do so, follow the steps below.

Step	Action
1	Access the Class Tools page.
2	Click the **View Members of This Class** link.
3	Select the **Assign to Class** checkbox next to the student you want to "delete" from the class.
4	Click the **Send** button.

PLATO

Reviewing Learner Performance Information

Introduction

You can maintain information about a learner's performance. You can also modify a learner's locked, exempt, mastered, and completion status for each of his or her assignments. You can also reset the lock tries information allowing the learner to access locked assignments multiple times.

Activity levels

You must drill down to the particular activity, drill, or tutorial you want to modify and then select the applicable checkbox. You cannot modify an individual activity, drill, or tutorial by selecting the checkbox at a level higher than the activity, drill, or tutorial you want to modify.

Accessing the Performance Review page

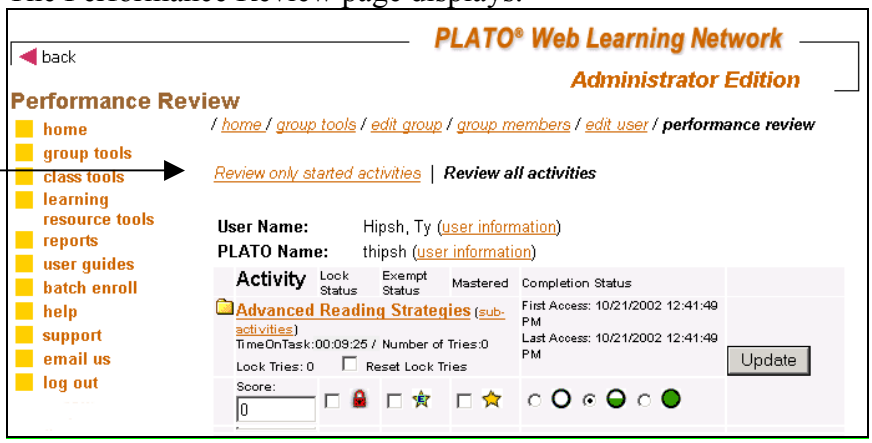
To access the Performance Review page from group tools, follow the Group Tools steps below. To access the Performance Review page from class tools, follow the Class Tools steps below.

Step	Action—Group Tools	Action—Class Tools
1	Click the **group tools** link.	Click the **class tools** link.
2	Locate the group.	Locate the class.
3	Click the **View Members of this Group** link.	Click the **View Members of this Class** link.
4	Click the **Edit This User** link associated with the user for whom you want to review learner performance information.	

Continued on next page

Reviewing Learner Performance Information, Continued

Accessing the Performance Review page (continued)

Step	Action
5	Click the **Review Learner Performance** link. **Result** The Performance Review page displays.  **Note** For more information about the fields on the Performance Review page, refer to the *Fields and Descriptions* on page 112.

You can select to view only activities the learner has started or all activities.

Continued on next page

Resetting lock tries to zero

An instructor can set the Lock Tries field to zero if a learner needs additional attempts to master an activity. To do so, follow the steps below.

Note The Number of Tries field will continue to track the number of times a learner accesses an activity, before and after locking.

Step	Action
1	Access the Performance Review page.
2	Locate the activity that you want to unlock for the learner.
3	Select the **Reset Lock Tries** checkbox for the activity. **Note** You must select this checkbox at the activity level.
4	Click the **Update** button. **Result** The Lock Tries field returns to zero.

Changing a score

You can change a learner's score for reporting purposes. To do so, follow the steps below.

Step	Action
1	Access the Performance Review page.
2	Locate the activity for which you want to change the score.
3	Change the score.
4	Click the **Update** button.

Unlocking activities

An administrator can unlock the test at the activity, drill, or tutorial level. To do so, follow the steps below.

Step	Action
1	Access the Performance Review page.
2	Locate the activity that you want to unlock.
3	Deselect the **Lock Status** ( ) field. **Note** You must deselect this checkbox at the activity level.
4	Click the **Update** button.

Chapter 6
Learning Resource Tools

Overview

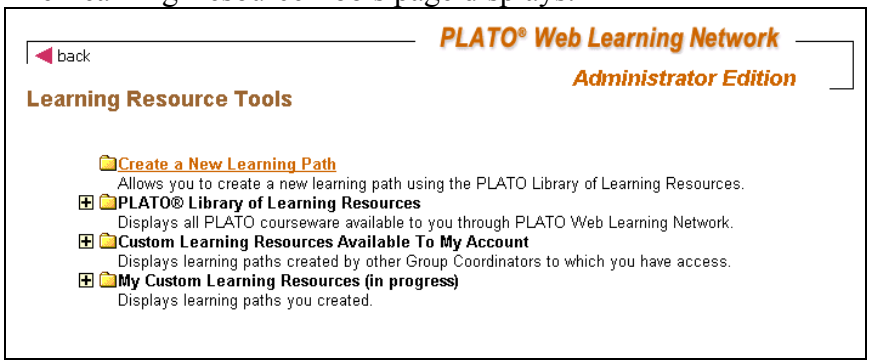
Introduction

The Learning Resource Tools allows Group Coordinators to preview and examine all the learning resources available in PLATO Web Learning Network.

Additionally, Group Coordinators can build customized learning paths to assign to learners. Group Coordinators, if given access rights, can access learning paths created by other Group Coordinators as well.

Accessing the Learning Resource Tools page

To access the Learning Resource Tools page, follow the steps below.

Step	Action
1	From the Administrator Home page, click the **learning resource tools** link. **Result** The Learning Resource Tools page displays. 

Continued on next page

Learning Resource Tools Overview, Continued

Learning Resource Tools page contents

The table below identifies the contents of the Learning Resource Tools page and the purpose of each option.

Note Only the PLATO Library of Learning Resources option displays until you or other Group Coordinators create a learning path.

Option	Description
Create a New Learning Path	Allows you to create a new learning path using the PLATO Library of Learning Resources.
PLATO Library of Learning Resources	Displays all PLATO courseware available to you through PLATO Web Learning Network.
Custom Learning Resources Available to My Account	Displays learning paths created by other Group Coordinators to which you have access.
My Custom Learning Resources (in progress)	Displays learning paths you created.
Learning Path Editor	Allows you to modify a newly created or copied learning path. **Note** This option is not available until you select to create a new learning path or copy an existing learning path.

Restrictions

You cannot modify the PLATO Learning Library of Learning Resources activities. This includes removing or changing the order of the sub-activities within a learning path.

Tip You can copy a learning path and then modify it. For more information on how to do so, see the *Copying a Learning Path* section on page 77.

Continued on next page

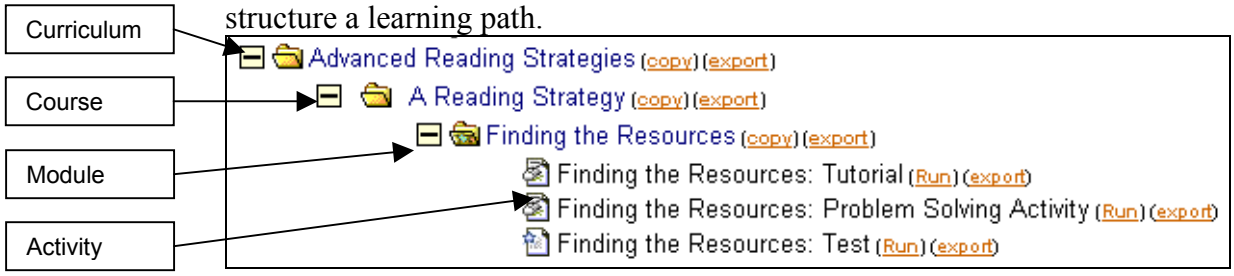
Hierarchy levels

The learning resources on the Learning Resource Tools page are arranged in a hierarchy. The table below identifies these levels.

Level	Definition
Curriculum	The Learning Path Title is the name of the Curriculum. The Curriculum can contain courses, modules and activities. To view the contents of a learning path, click the Expand (⊞) button next to the learning path you want to view. Doing so displays the hierarchy of courses, modules and activities in the learning path.
Courses	Courses allow you to focus on a specific content area within the curriculum.
Modules	Modules group related activities within a particular course's content area. Each module expands to display a menu of activities for learners. Each learning path requires modules within it because modules represent the point of exemption within the learning path. You can navigate within modules by selecting a module's Expand (⊞) button.
Activities	Activities are learning resources within a module that provide instruction, practice or testing for the learner. You can review an activity by click on the (Run) link.

Example

The following example illustrates just one of the several ways you can structure a learning path.



Continued on next page

Learning Resource Tools Overview, Continued

Navigating throughout Learning Resource Tools

The table below identifies the various options from within the Learning Resource Tools.

Option	Description
Expand (⊞)	Allows you to view topics specific to the learning path.
Collapse (⊟)	Allows you to hide the sub-activities in a folder.
(Run)	Allows you to execute an activity.
(copy)	Allows you to modify learning path activities.

Understanding the Learning Resource Tree icons

Throughout the PLATO Web Learning Network expandable and collapsible tree format you will see many icons. The table below identifies the icons that display and what they represent.

Icon	Description
	A folder that contains activities you can access.
	A folder that contains activities identified as modules. **Note** PLATO Web Learning Network treats modules differently in some reports. Modules also have special uses in the Course Level Assessment (CLA) tests.
	A locked folder that you cannot open in the current view.
	A Course Level Assessment (CLA) that measures a student's skill in related topics and automatically prescribes a learning path.
	A lesson you can run.
	An activity a learner completes offline.
	A web activity that resides outside of PLATO Web Learning Network.
	A mastery test that is compatible with the Course Level Assessment (CLA).
	A mastery test that is not compatible with the Course Level Assessment (CLA).

Continued on next page

Learning Resource Tools Overview, Continued

In this chapter This chapter includes the following topics.

Topic	See Page
Creating a Learning Path	74
Editing a Learning Path	78
Adding Prerequisite Activities to a Learning Path	83
Adding a Course Level Assessment Test to a Learning Path	85
Moving Activities in a Learning Path	87
Making a Learning Path Available to Other Group Coordinators	89
Viewing Courseware	90
Deleting a Learning Path	91
Exiting Learning Resource Tools	92

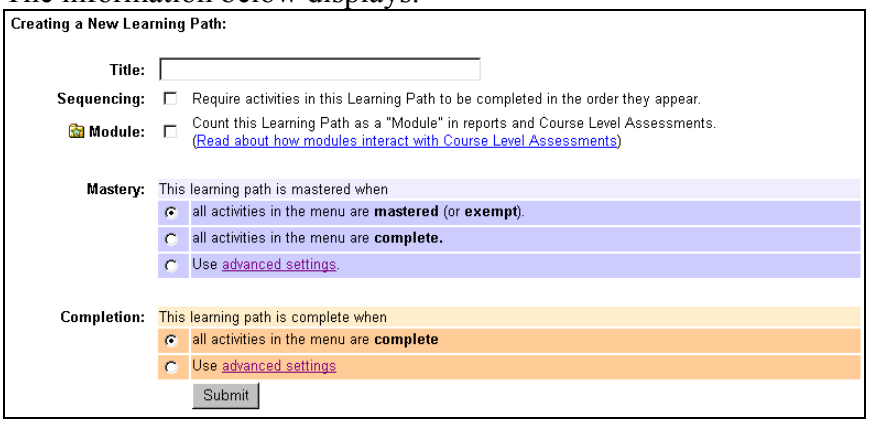
Creating a Learning Path

Introduction

You can customize a learning path using the PLATO Library of Learning Resources. Once created, you can add new learning paths inside your main learning path. You can also add assessment tests and offline and web activities. When finished, you can make the new learning path available to other coordinators to assign to their groups and/or classes.

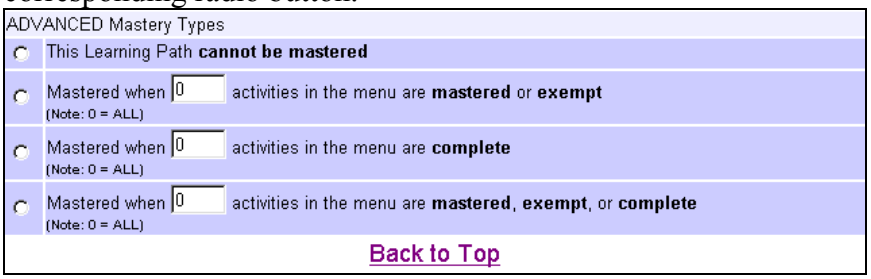
How to

To create a learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Click the **Create a New Learning Path** link. **Result** The information below displays. 
3	Enter a title for the learning path.
4	Indicate whether you require students to complete activities in this learning path in the order they display.
5	Indicate whether you would like to consider this learning path a module for report and course level assessment purposes. **Note** For more information about course level assessments, see the *Adding a Course Level Assessment Test to a Learning Path* section on page 85.

Continued on next page

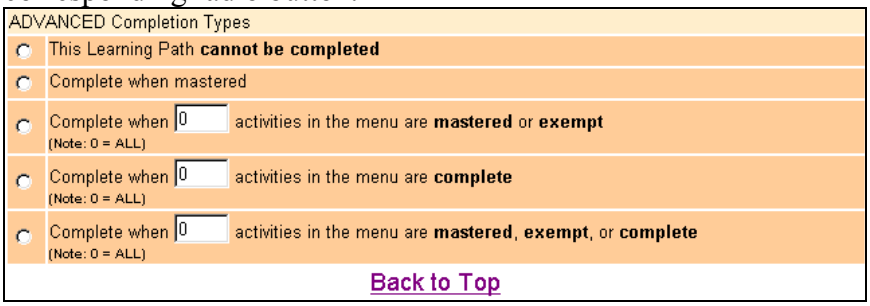
How to (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Refer to the table below to determine your next step.
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>the learning path can be mastered at the menu level,</td><td>indicate when the learning path is mastered, Go to step 9.</td></tr>
<tr><td>the learning path can be mastered at the activity level,</td><td>click the advanced settings link. Go to step 7.</td></tr>
<tr><td>the learning path cannot be mastered,</td><td>click the advanced settings link. Go to step 7.</td></tr>
</table></td></tr>
<tr><td>7</td><td>Indicate the Advanced Mastery Type by selecting the corresponding radio button.

</td></tr>
<tr><td>8</td><td>Click the Back to Top link.</td></tr>
<tr><td>9</td><td>Refer to the table below to determine your next step.
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>the learning path can be completed at the menu level,</td><td>indicate when the learning path is complete. Go to step 12.</td></tr>
<tr><td>the learning path can be completed at the activity level,</td><td>click the advanced settings link. Go to step 10.</td></tr>
<tr><td>the learning path activity cannot be completed,</td><td>click the advanced settings link. Go to step 10.</td></tr>
</table></td></tr>
</table>

Continued on next page

Creating a Learning Path, Continued

How to (continued)

Step	Action
10	Indicate the Advanced Completion Type by selecting the corresponding radio button. 
11	Click the **Back to Top** link.
12	Click the **Submit** button when you finish making your selection. **Result** The newly created learning path displays under the Learning Path Editor. You will need to modify its contents and behavior. For more information on how to do so, refer to the *Editing a Learning Path* section on page 78. **Note** The learning path is only available to you while you build and customize the learning path.

Continued on next page

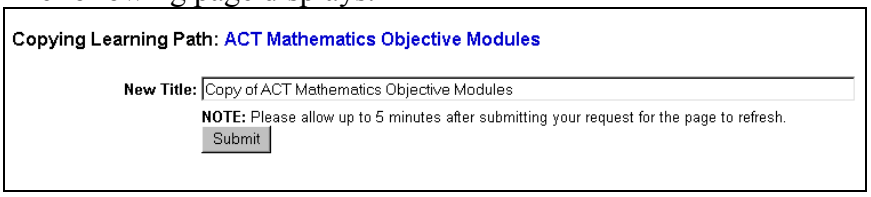
Creating a Learning Path, Continued

Copying a learning path

You can also "create" a new learning path by copying an existing learning path and modifying its contents.

Reminder
You cannot modify the PLATO Learning Resource Library's Learning Paths, and you cannot remove or change the order of the sub-activities within these learning paths. However, if you copy a PLATO Learning Resource Library's Learning Path, you can modify the contents of the copy.

To copy an existing learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path you want to copy.
3	Click the **(copy)** link next to the learning path title. **Result** The following page displays. 
4	Enter a new name for the learning path or accept the default.
5	Click the **Submit** button. **Result** The copied learning path displays under the heading My Custom Learning Resources (in progress). Tip You can modify this copied learning path in the same ways you can modify a newly created learning path. For more information on how to do so, see the *Editing a Learning Path* section on page 78.

Editing a Learning Path

Introduction

Once you create (or copy) a learning path, you can do the following to that learning path from within the Learning Path Editor:

- Add PLATO Library of Learning Resources to your learning path.
- Add new learning paths inside the main learning path.
- Add offline activities.
- Add a web activity.
- Delete activities from a learning path.

Account Coordinators

If you are an Account Coordinator, you can edit a customized learning path created by any Group Coordinator(s) in your account.

Adding PLATO Library of Learning Resources to a learning path

To add a PLATO Library of Learning Resource to your learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	In the My Custom Learning Resources (in progress) section of the learning resource tools, locate the learning path to which you want to add a PLATO Library of Learning Resource.
3	Click the **(Properties)** link associated with the learning path. **Result** The Learning Path Editor displays.

Continued on next page

Adding PLATO Library of Learning Resources to a learning path (continued)

Step	Action
4	In the PLATO Library of Learning Resources section of the page, locate the learning path you want to add to your learning path. Tip You can click the Expand (⊞) button to locate specific courses, modules or activities you want to include in your learning path if you do not want to use the entire curriculum.
5	Click the **(Add to my Learning Path)** link. **Result** The selected item displays in the Learning Path Editor.

Adding a new learning path inside the main learning path

You can add a new learning path (📁) to your main learning path from within the Learning Path Editor. To do so, follow the steps below.

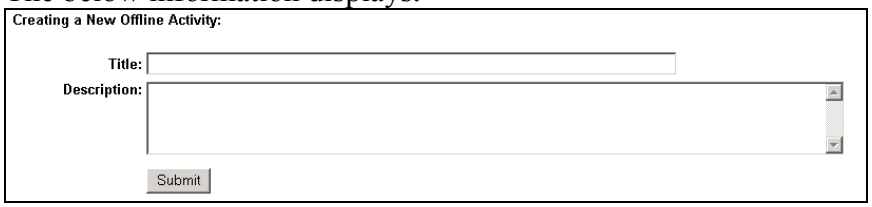
Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path for which you want to add a learning path.
3	Click the **(Properties)** link. **Result** The learning path displays in the Learning Path Editor.
4	Click the 📁 **Learning Path** link.
5	Follow steps 3-12 for creating a new learning path beginning on page 74.

Continued on next page

Editing a Learning Path, Continued

Adding offline activities

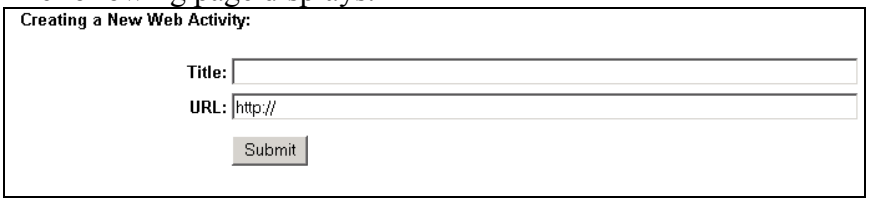
Use offline activities ( ) to direct your learners to complete activities outside of the scope of PLATO Web Learning Network. These activities could be reading a chapter in a book, completing a worksheet, or doing any other non-web-based activity. To add an offline activity to your learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path for which you want to add an offline activity.
3	Click the **(Properties)** link, if this is an existing learning path or go to step 4 if you are just now creating the learning path. **Result** The activity displays in the Learning Path Editor.
4	Click the **Add a new Offline Activity** link. **Result** The below information displays. 
5	Enter a title/description for the activity.
6	Click the **Submit** button.

Continued on next page

Adding a web activity

Use a web activity ( ) to direct your learner's attention to a web page outside of PLATO Web Learning Network. A link to the page displays in the menu along with the rest of the assignments for the learner. To add a web activity to a learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path for which you want to add a web activity.
3	Click the **(Properties)** link, if this is an existing learning path or go to step 4 if you are just now creating the learning path. **Result** The Learning Path Editor displays.
4	Open the folder where you want to place the new activity.
5	Click the **Web Activity** link. **Result** The following page displays. 
6	Enter a title for the activity and the site URL.
7	Click the **Submit** button.

Continued on next page

Editing a Learning Path, Continued

Deleting activities from a learning path

To delete an activity from a learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path that includes the activity you want to delete.
3	Click the **(Properties)** link associated with that learning path. **Result** The Learning Path Editor displays.
4	Click the **(Remove)** link associated with the activity you want to delete. **Result** The activity no longer displays in the learning path.

PLATO

Adding Prerequisite Activities to a Learning Path

Introduction

If you want learners to complete tasks prior to an activity, do the following:

- Add or create a prerequisite activity for your learning path.
- Use activities from the PLATO Library of Learning Resources and external activities (i.e., offline or web) to establish prerequisite material.

Tip For more information about offline and web activities, see the *Editing a Learning Path* section on page 78.

Creating a prerequisite activity

To create a prerequisite activity, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path that contains the activity you want to be a prerequisite.
3	Click the **(Properties)** link. **Result** The Learning Path Editor displays.
4	Locate the activity you want to be a prerequisite for another activity within your learning path.
5	Refer to the table below to determine your next step. **If…** / **Then…** you want to modify the activity, / click the **Copy** link associated with the activity. Go to step 6. you want to add the activity as is, / click the **Add** link.
6	Modify the copied activity, as necessary.

Continued on next page

Adding Prerequisite Activities to a Learning Path, Continued

Assigning the prerequisite activity

To assign the prerequisite to an activity, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path that contains the activity for which you want to associate the prerequisite activity.
3	Locate the prerequisite activity.
4	Click the **Add as Prerequisite** link for the activity. **Result** The new prerequisite activity displays in the Learning Path Editor.
5	Click the **click here when finished adding prerequisites** link.
6	Use the and arrows to position the prerequisite before the activity in the learning path for which it is a prerequisite. **Note** If you do not have the Sequencing option selected for your learning path, all activities in the learning path are available to you regardless of the prerequisite activity. If you have the Sequencing option selected, all activities in the learning path are accessible to you until you complete the prerequisite activity.
7	Click the **click here** link in the Learning Path Editor when you finish assigning prerequisites to activities.

PLATO

Adding a Course Level Assessment Test to a Learning Path

Introduction

Course Level Assessment (CLA) tests comprise one or more mastery tests in a module. Therefore, if a learner passes enough questions in the course level assessment, the learner is exempt from the entire module.

Reminder
Each learning path requires modules within it because modules represent the point of exemption within the learning path.

Modules

In order for your course level assessment to function properly, your Learning Path must contain one or more modules. Modules are learning paths that have the module attribute ( ) selected and contain a tutorial, a practice lesson and a mastery test. Modules must contain mastery tests compatible with the Course Level Assessment ( ). The mastery tests gathered by the Course Level Assessment are used to build the group of questions that are issued in the assessment to the Learner.

Tips You can examine and change the module attribute by clicking the edit link next to a learning path.

Carefully build your learning path to contain multiple modules divided by topic area so that you have multiple points of exemption. If you do not want to build your own modules, you can use modules from the PLATO Library of Learning Resources in your course level assessment.

Reminder

(blue star) represents an activity that is not compatible with the course level assessment. (yellow star) represents an activity that is compatible with the course level assessment.

Managing assessments

An assessment automatically creates for the topics in a folder. Once the assessment is created you can move it to any level of your learning path and it will retain its properties and connections to the course for which it was originally built.

If you want to add or remove activities from the assessment, you must add or remove activities from the learning path around which it was built. You must then remove and replace the assessment for the changes to take place.

Continued on next page

Adding a Course Level Assessment Test to a Learning Path,
Continued

How to

To add a course level assessment test to a learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path for which you want to add assessments.
3	Refer to the table below to determine your next step. **If…** / **Then…** you want to add a course level assessment to an existing learning path you created, → click the **(Properties)** link. Go to step 4. you want to add a course level assessment to a learning path you are creating, → go to step 4.
4	Click the **Add Assessment** link in the Learning Path Editor. **Result** An assessment creates for the topics contained in the folder.

PLATO

Moving Activities in a Learning Path

Introduction

Whether you are adding activities from the PLATO Library of Learning Resources or creating an online or offline activity, the activities are always placed in the folder deepest in the hierarchy currently showing in the Learning Path Editor.

Placeholder folder

PLATO Web Learning Network uses the **new activities will be placed here** folder as a placeholder until you add activities to your learning path. The following are a few hints for working with the placeholder.

- If the placeholder is too deep in the hierarchy, collapse the levels by clicking on the **Collapse** button (⊟) until the placeholder is in the desired position.
- If the placeholder is too shallow in the hierarchy, open the folder in which you wish to put the placeholder by clicking on the **Expand** button (⊞) next to the activity. Repeat if the placeholder needs to move through multiple levels.
- The placeholder is always at the end of the list. If you wish to insert an activity in the middle of the list, you must first add it at the bottom of the list and then move it into position with the **Up** and **Down** arrows ( ).

Reordering activities in a learning path

To reorder activities in a learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the activity you want to move.
3	Click the and arrows as necessary. The activity will move one position in the direction of the arrow each time you click it.

Continued on next page

Moving Activities in a Learning Path, Continued

Changing the hierarchical arrangement of activities

To change the hierarchical arrangement of learning paths and lessons, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the activity you want to move.
3	Click the ◄ and ► arrows as necessary. Tips Click the ► arrow to move the activity into the folder above the activity. Click the ◄ arrow to move the activity into the folder below the activity.

PLATO

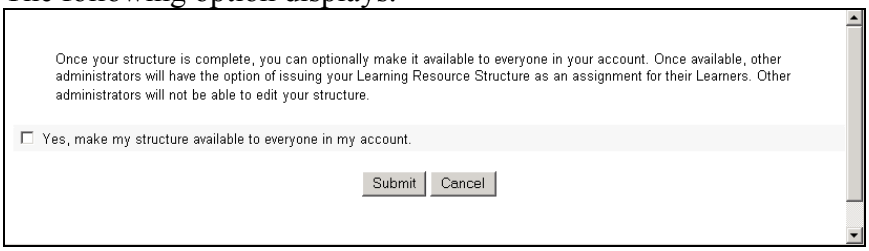
Making a Learning Path Available to Other Group Coordinators

Introduction

When you complete your learning path, you can make it available to other Group Coordinators to view and assign to their learners.

How to

To make your learning path available to other Group Coordinators, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path you want to make accessible to other Group Coordinators.
3	Click the **Properties** link. **Result** The learning path displays in the Learning Path Editor.
4	Click the **click here when complete** link. **Result** The following option displays. 
5	Select the **Yes, make my structure available to everyone in my account** checkbox.
6	Click the **Submit** button.

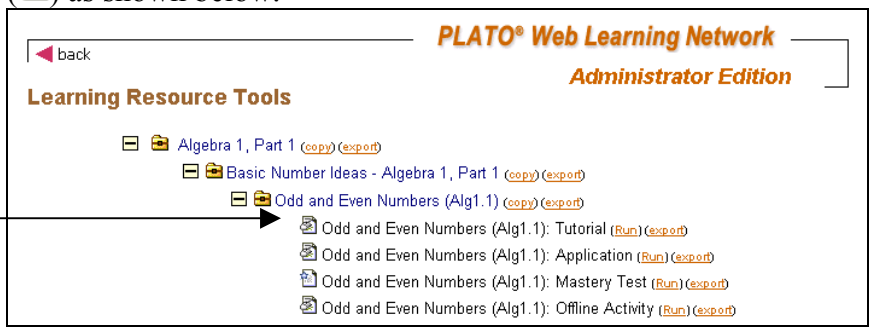
Viewing Courseware

Introduction

You can view PLATO courseware via the Learning Resource Tools.

How to

To view PLATO courseware, follow the steps below.

Step	Action
1	Click the **learning resource tools** link.
2	Locate the curriculum that contains the activity you want to run.
3	Continue to click the ⊞ button until you reach the activity level ( ) as shown below.  Activity Level
4	Click the **(Run)** link. **Result** The courseware launches.

PLATO

Deleting a Learning Path

Introduction

PLATO Web Learning Network allows you to delete learning paths.

Account Coordinators

If you are an Account Coordinator, you can delete a customized learning path created by any Group Coordinator(s) in your account.

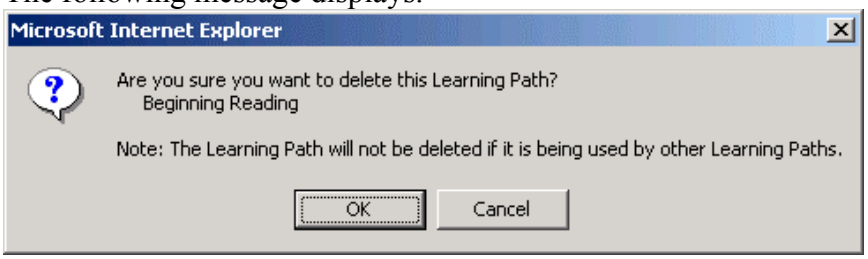
Exceptions

You cannot delete a learning path if it has the following characteristics:

- Referenced by other learning paths
- Available to other Group Coordinators

How to

To delete a learning path, follow the steps below.

Step	Action
1	Access the Learning Resource Tools page.
2	Locate the learning path you want to delete.
3	Click the **(Delete)** link associated with the learning path. **Result** The following message displays. 
4	Click the **OK** button to delete the learning path.

Exiting Learning Resource Tools

Introduction

Unlike other areas of PLATO Web Learning Network, you cannot directly log out of PLATO Web Learning Network from the Learning Resource Tools. You must exit the learning resource tools first.

How to

To exit the learning resource tools, follow the steps below.

Step	Action
1	Click the **exit learning resource tools** link from anywhere within the learning resource tools. **Result** The Administrator Home page displays. From here you can click the **log out** link and exit PLATO Web Learning Network.

Chapter 7
Reports

Overview

Introduction

Group Coordinators can generate and view reports for learners in their group(s) or class(es) using PLATO Web Learning Network.

Report options

The table below identifies the different types of reports available to you from PLATO Web Learning Network.

Report	Description
Activity Comprehensive Report	Displays a list of individual learner performance data for a specified learning path, including Score, Tries, Time on Task, Completion Date, Mastery Date, Start Date and Last Date for each learner.
Activity Mastery Summary by Progress Report	Displays a summary of individual learner progress related to the average for a specified learning path, including Number of Modules Mastered, Percent of Modules Mastered, Total Time on Task and Average Module Mastery Time. **Note** The report lists learners in their groups: those who fall below the average by one standard deviation, those who meet the average within one standard deviation, and those who exceed the average by one standard deviation.
Attendance Report	Displays attendance information for every learner in the selected group or class, including Session log in, Session log out, Total Time on the System and Proper Logout information. Total Time on the System displays for a given date range and for the duration of the system.

Continued on next page

Reports Overview, Continued

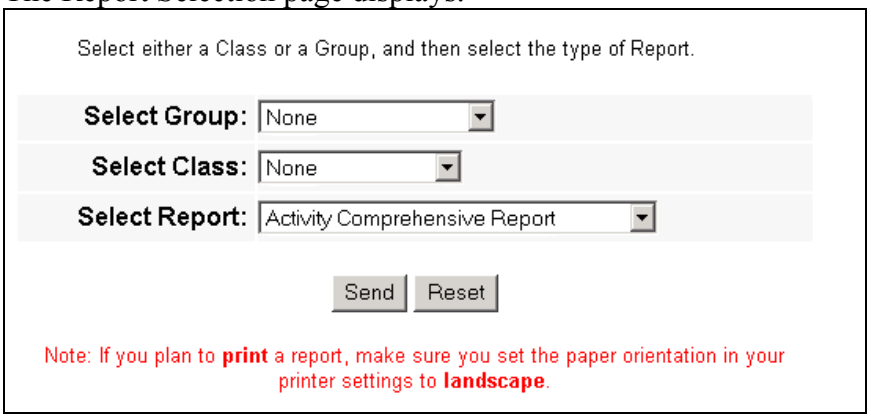
Report options (continued)

Option	Description
FASTRACK Summary Report	Displays Initial Grade, Current Grade, Grade Gain and Time on Task information for each FASTRACK study area. Report also lists total time for all study areas.
Graphic Progress Summary Report	Displays a summary of individual learner progress by assignment, including Number of Modules Mastered, Percent of Modules Mastered, Total Time on Task and Average Module Mastery Time for each learner. **Note** A bar graph charts Percent Modules Mastered for all assignments selected.
Instructional Month Usage Report *(Instructional Month clients only)*	Displays a summary of group and individual instructional month usage for a specified date range, including Account, Group, Date Range, User Name, Instructional Month Limit, Total Used, Instructional Months Used this Period, Usage Dates. Also displays a summary of users that were deleted or transferred from the group, but used an instructional month within the date range.
Learner Summary Grouped by Class	Displays a summary of learners in each class for the selected group, including Name of Class, Number of Learners Enrolled in the Class, Number of Learners who Logged On to PLATO Web Learning Network for the selected date range; Did not log on for the selected date range, Number of modules mastered by learners for the selected date range, Total number of hours spent logged on for the selected date range, and Average number of modules mastered by learners.

Continued on next page

Accessing the Report Selection page

To access the Report Selection page, follow the steps below.

Step	Action
1	Click the **reports** link from the Navigation panel. **Result** The Report Selection page displays. 

Continued on next page

Reports Overview, Continued

Other reporting options

PLATO Web Learning Network also provides two others types of reports that are group specific:

- Group Usage report
- View Current Users in Session report

For more information on these group reports, see the *Viewing Group Usage* section on page 28 and/or the *Viewing Current Users in Session* section on page 50 accordingly.

In this chapter

This chapter includes the following section.

Topic	See Page
Generating Reports	97

Generating Reports

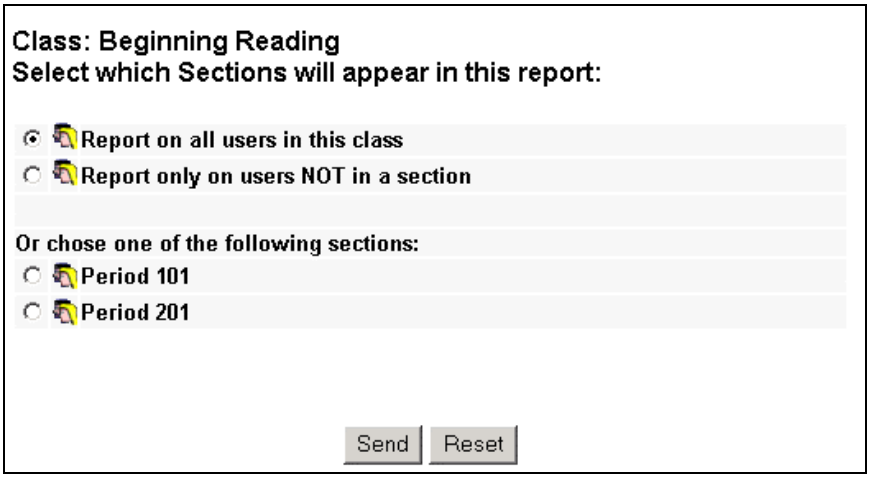
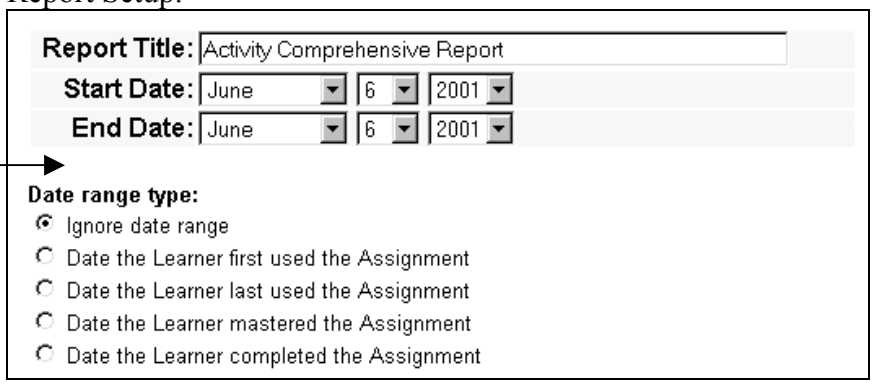
Introduction Generate reports to view overall progress and performance of your learners.

How to To generate a report, follow the steps below.

Step	Action
1	Access the Report Selection page.
2	Select a group from the Select Group drop-down menu OR select a class from the Select Class drop-down menu. **Note** If you are generating the Instructional Month Usage report, you must select Group. If you select Class, you will receive an error.
3	Select the type of report you want to generate for the learner. For more information about the different types of reports available, see the *Report options* section in this chapter on page 93.
4	Click the **Send** button.
5	Refer to the table below to determine your next step. **If…** / **Then…** you selected a group report, → go to step 7. you selected a class report and the class *does not* have sections, → go to step 7. you selected a class report and the class *does* have sections, → go to step 6.

Continued on next page

How to (continued)

Step	Action
6	Select to view the report for all users in the class (i.e., all sections in the class), only users NOT in a section or only users in the section you selected. You can only choose one option for viewing the report. Click the **Send** button.  **Note** The Class Report Section Selection page only displays for the Activity Comprehensive, Activity Mastery Summary by Progress, FASTRACK Summary and Graphic Progress Summary reports if you select a class that contains sections.
7	Enter the title you want to display at the top of the report on the Report Setup. 

This page differs slightly if you are generating the Instructional Month Usage report.

Continued on next page

How to (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>Enter a starting and ending date for the dates that will display on the report.</td></tr>
<tr><td>9</td><td>Indicate a date range type. The table below identifies your options.
<table>
<tr><th>Select…</th><th>If you want…</th></tr>
<tr><td>Ignore date range</td><td>a report covering all dates.</td></tr>
<tr><td>…first used the assignment</td><td>the Start Date to End Date range to filter assignments by the date the learner first attempted them.</td></tr>
<tr><td>…last used the assignment</td><td>the Start Date to End Date range to filter assignments by the date the learner last attempted them.</td></tr>
<tr><td>…mastered the assignment</td><td>the Start Date to End Date range to filter assignments by the date the learner mastered them.</td></tr>
<tr><td>…completed the assignment</td><td>the Start Date to End Date range to filter assignments by the date the learner completed them.</td></tr>
</table></td></tr>
<tr><td>10</td><td>Refer to the table below to determine your next step.
<table>
<tr><th>If you selected…</th><th>Then…</th></tr>
<tr><td>Activity Comprehensive report,</td><td>indicate the level of detail you want for the report: Summary or Detailed. Go to step 11.</td></tr>
<tr><td>any other kind of report,</td><td>go to step 11.</td></tr>
</table></td></tr>
<tr><td>11</td><td>Indicate which learners you want to be included in the report by selecting the checkbox associated with the learner’s name.</td></tr>
</table>

Continued on next page

Generating Reports, Continued

How to (continued)

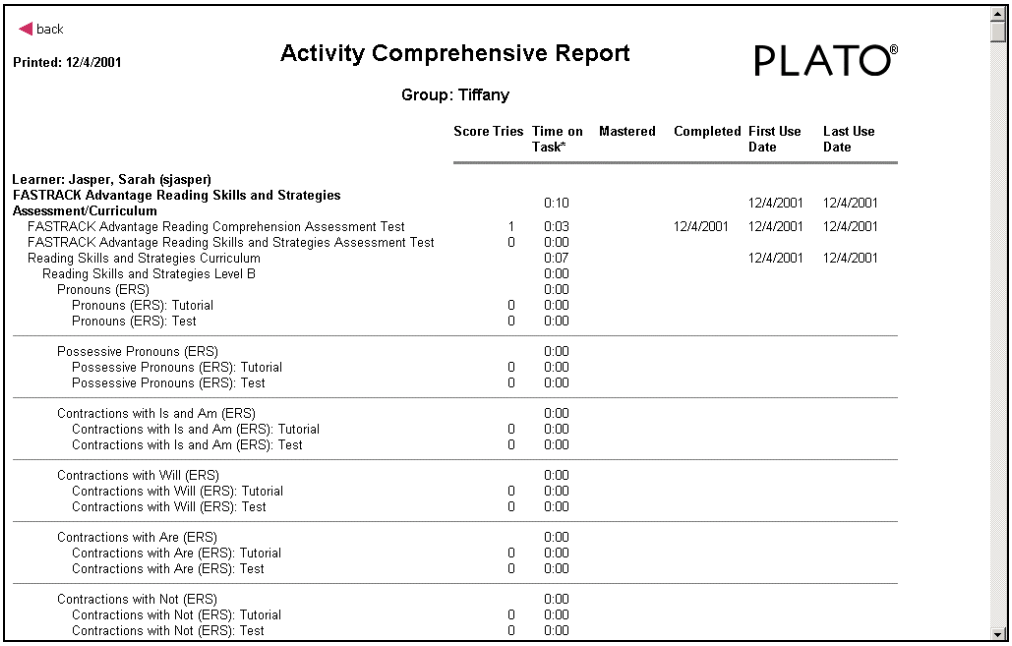
Step	Action
12	Indicate which assignments you want to be included in the report by selecting the checkbox associated with the assignment. **Note** If you want to run a report on all class assignments, select the Report on all class assignments option. The Report on all assignments option allows you to report on individual assignment(s) for learner(s) in the class. **Result** If you chose to view an Activity Comprehensive report, you see a confirmation page listing the name(s) of the learner(s) who will appear in this report, and an estimated number of printed pages.
13	Click the **Send** button. **Result** The report displays based on your selections.

Continued on next page

Generating Reports, Continued

Report examples

The following is an example of the Detailed Activity Comprehensive Report.



back

Printed: 12/4/2001

Activity Comprehensive Report

PLATO®

Group: Tiffany

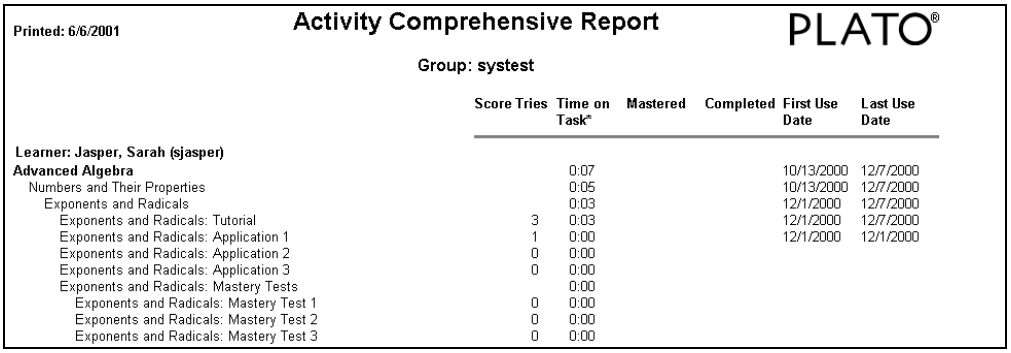
	Score	Tries	Time on Task*	Mastered	Completed	First Use Date	Last Use Date
Learner: Jasper, Sarah (sjasper)							
FASTRACK Advantage Reading Skills and Strategies Assessment/Curriculum			0:10			12/4/2001	12/4/2001
FASTRACK Advantage Reading Comprehension Assessment Test	1		0:03		12/4/2001	12/4/2001	12/4/2001
FASTRACK Advantage Reading Skills and Strategies Assessment Test	0		0:00				
Reading Skills and Strategies Curriculum			0:07			12/4/2001	12/4/2001
Reading Skills and Strategies Level B			0:00				
Pronouns (ERS)			0:00				
Pronouns (ERS): Tutorial	0		0:00				
Pronouns (ERS): Test	0		0:00				
Possessive Pronouns (ERS)			0:00				
Possessive Pronouns (ERS): Tutorial	0		0:00				
Possessive Pronouns (ERS): Test	0		0:00				
Contractions with Is and Am (ERS)			0:00				
Contractions with Is and Am (ERS): Tutorial	0		0:00				
Contractions with Is and Am (ERS): Test	0		0:00				
Contractions with Will (ERS)			0:00				
Contractions with Will (ERS): Tutorial	0		0:00				
Contractions with Will (ERS): Test	0		0:00				
Contractions with Are (ERS)			0:00				
Contractions with Are (ERS): Tutorial	0		0:00				
Contractions with Are (ERS): Test	0		0:00				
Contractions with Not (ERS)			0:00				
Contractions with Not (ERS): Tutorial	0		0:00				
Contractions with Not (ERS): Test	0		0:00				

Continued on next page

Generating Reports, Continued

Report examples (continued)

The following is an example of the Summary Activity Comprehensive Report.



Printed: 6/6/2001

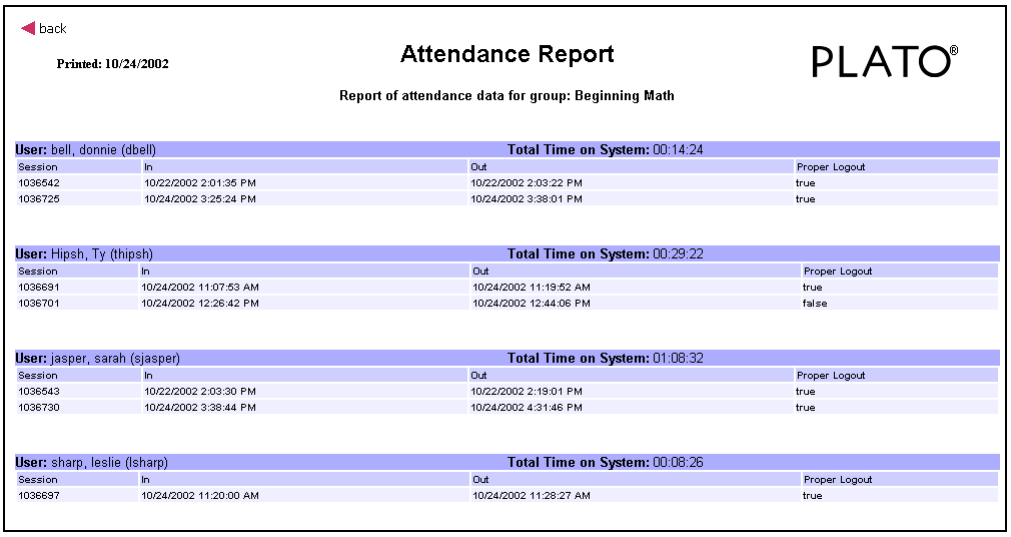
Activity Comprehensive Report

PLATO®

Group: systest

	Score Tries	Time on Task*	Mastered	Completed	First Use Date	Last Use Date
Learner: Jasper, Sarah (sjasper)						
Advanced Algebra		0:07			10/13/2000	12/7/2000
Numbers and Their Properties		0:05			10/13/2000	12/7/2000
Exponents and Radicals		0:03			12/1/2000	12/7/2000
Exponents and Radicals: Tutorial	3	0:03			12/1/2000	12/7/2000
Exponents and Radicals: Application 1	1	0:00			12/1/2000	12/1/2000
Exponents and Radicals: Application 2	0	0:00				
Exponents and Radicals: Application 3	0	0:00				
Exponents and Radicals: Mastery Tests		0:00				
Exponents and Radicals: Mastery Test 1	0	0:00				
Exponents and Radicals: Mastery Test 2	0	0:00				
Exponents and Radicals: Mastery Test 3	0	0:00				

The following is an example of the Attendance report



back

Printed: 10/24/2002

Attendance Report

PLATO®

Report of attendance data for group: Beginning Math

User: bell, donnie (dbell) **Total Time on System:** 00:14:24

Session	In	Out	Proper Logout
1036542	10/22/2002 2:01:35 PM	10/22/2002 2:03:22 PM	true
1036725	10/24/2002 3:25:24 PM	10/24/2002 3:38:01 PM	true

User: Hipsh, Ty (thipsh) **Total Time on System:** 00:29:22

Session	In	Out	Proper Logout
1036691	10/24/2002 11:07:53 AM	10/24/2002 11:19:52 AM	true
1036701	10/24/2002 12:26:42 PM	10/24/2002 12:44:06 PM	false

User: jasper, sarah (sjasper) **Total Time on System:** 01:08:32

Session	In	Out	Proper Logout
1036543	10/22/2002 2:03:30 PM	10/22/2002 2:19:01 PM	true
1036730	10/24/2002 3:38:44 PM	10/24/2002 4:31:46 PM	true

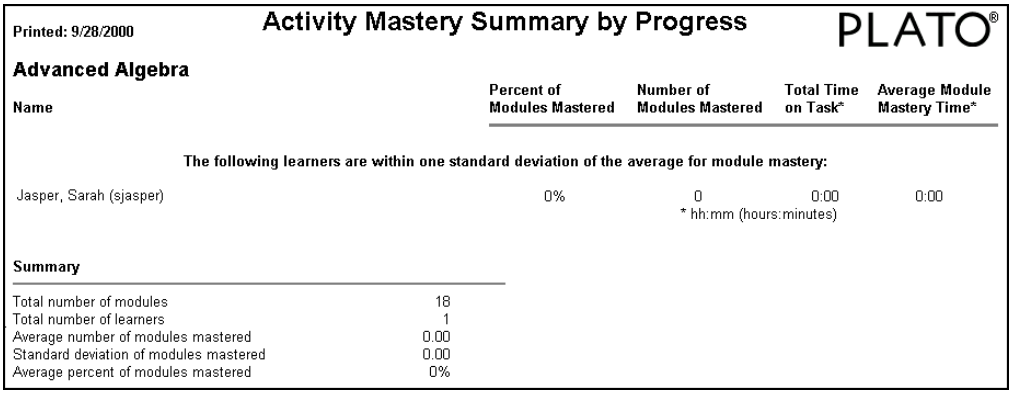
User: sharp, leslie (lsharp) **Total Time on System:** 00:08:26

Session	In	Out	Proper Logout
1036697	10/24/2002 11:20:00 AM	10/24/2002 11:28:27 AM	true

Continued on next page

Report examples (continued)

The following is an example of the Activity Mastery Summary by Progress Report.



Printed: 9/28/2000

Activity Mastery Summary by Progress

PLATO®

Advanced Algebra

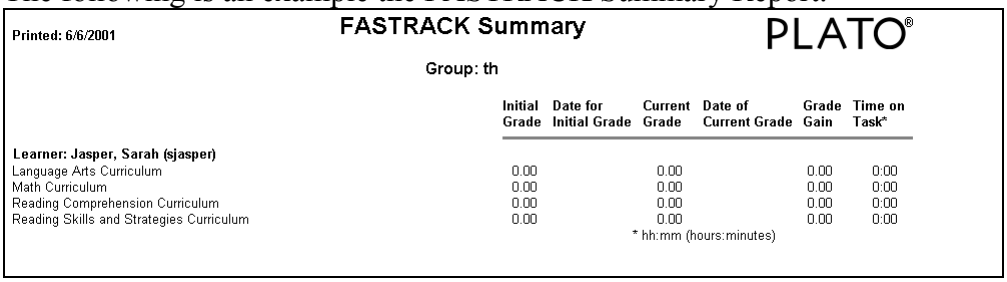
Name	Percent of Modules Mastered	Number of Modules Mastered	Total Time on Task*	Average Module Mastery Time*
The following learners are within one standard deviation of the average for module mastery:				
Jasper, Sarah (sjasper)	0%	0	0:00	0:00

* hh:mm (hours:minutes)

Summary

Total number of modules	18
Total number of learners	1
Average number of modules mastered	0.00
Standard deviation of modules mastered	0.00
Average percent of modules mastered	0%

The following is an example the FASTRACK Summary Report.



Printed: 6/6/2001

FASTRACK Summary

PLATO®

Group: th

	Initial Grade	Date for Initial Grade	Current Grade	Date of Current Grade	Grade Gain	Time on Task*
Learner: Jasper, Sarah (sjasper)						
Language Arts Curriculum	0.00		0.00		0.00	0:00
Math Curriculum	0.00		0.00		0.00	0:00
Reading Comprehension Curriculum	0.00		0.00		0.00	0:00
Reading Skills and Strategies Curriculum	0.00		0.00		0.00	0:00

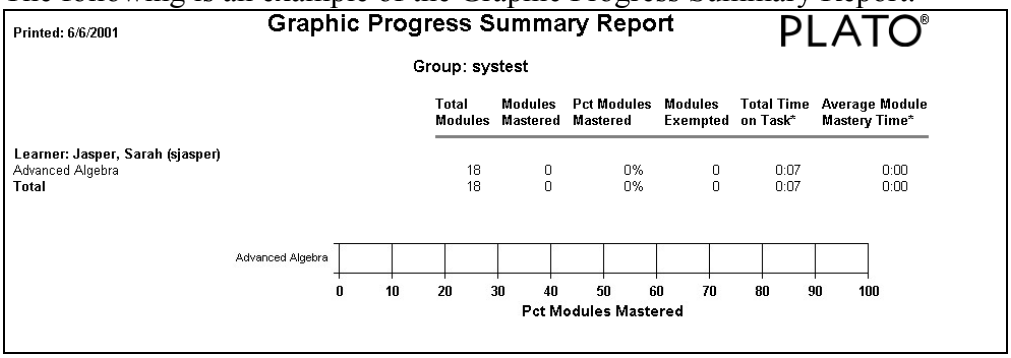
* hh:mm (hours:minutes)

Continued on next page

Generating Reports, Continued

Report examples (continued)

The following is an example of the Graphic Progress Summary Report.



Printed: 6/6/2001

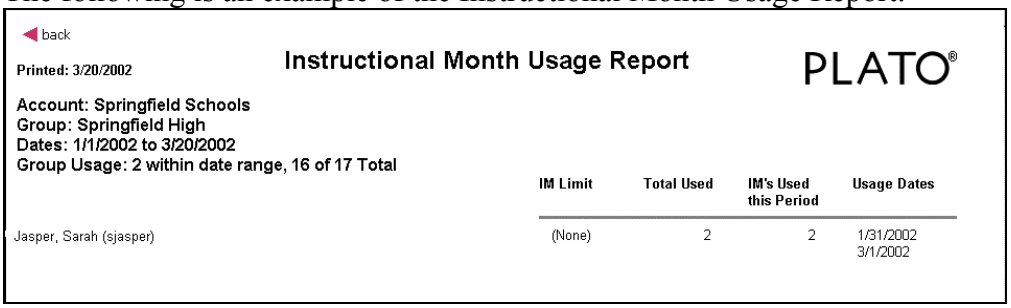
Graphic Progress Summary Report

PLATO®

Group: systest

	Total Modules	Modules Mastered	Pct Modules Mastered	Modules Exempted	Total Time on Task*	Average Module Mastery Time*
Learner: Jasper, Sarah (sjasper)						
Advanced Algebra	18	0	0%	0	0:07	0:00
Total	18	0	0%	0	0:07	0:00

The following is an example of the Instructional Month Usage Report.



back

Printed: 3/20/2002

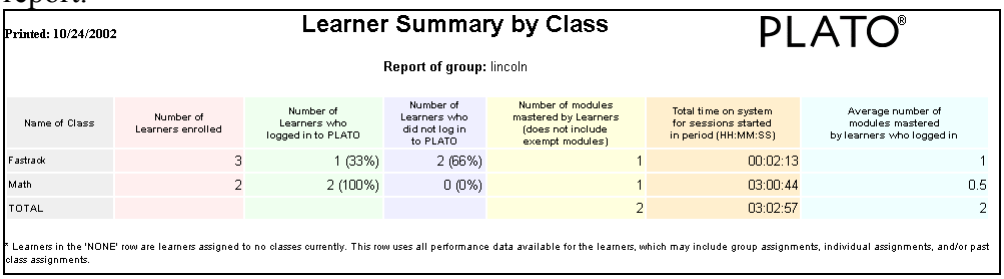
Instructional Month Usage Report

PLATO®

Account: Springfield Schools
Group: Springfield High
Dates: 1/1/2002 to 3/20/2002
Group Usage: 2 within date range, 16 of 17 Total

	IM Limit	Total Used	IM's Used this Period	Usage Dates
Jasper, Sarah (sjasper)	(None)	2	2	1/31/2002 3/1/2002

The following is an example of the Learner Summary Grouped By Class report.



Printed: 10/24/2002

Learner Summary by Class

PLATO®

Report of group: lincoln

Name of Class	Number of Learners enrolled	Number of Learners who logged in to PLATO	Number of Learners who did not log in to PLATO	Number of modules mastered by Learners (does not include exempt modules)	Total time on system for sessions started in period (HH:MM:SS)	Average number of modules mastered by learners who logged in
Fastrack	3	1 (33%)	2 (66%)	1	00:02:13	1
Math	2	2 (100%)	0 (0%)	1	03:00:44	0.5
TOTAL				2	03:02:57	2

* Learners in the 'NONE' row are learners assigned to no classes currently. This row uses all performance data available for the learners, which may include group assignments, individual assignments, and/or past class assignments.

Continued on next page

Generating Reports, Continued

Printing reports

You can print each report you generate. To do so, follow the steps below.

Note If you print a report, make sure the paper layout setting for your printer is set to Landscape. If you need more information on printer settings and paper orientation for your Internet browser, refer to your browser's online Help, support system or user manual.

Step	Action
1	Generate the report.
2	Select your browser's Print button.

Fields and Descriptions

Create or Edit Group page

The table below identifies the fields on the Create or Edit Group page.

Field	Description
Group Name	Identifies a set of users within an account. You can assign courseware to all the members of a group. The group name must be unique within the account.
Allow users to self-enroll in this Group	Indicates whether you want learners to self-enroll in his or her group. Group Coordinators can give learners a group name and a self-enroll password, so learners can create their own PLATO names and personal passwords.
Self-enroll Password	Indicates the password a learner must enter to self-enroll into PLATO Web Learning Network. The self-enroll password is case-sensitive and must be at least eight characters in length. **Note** The self-enroll password is necessary for learners to enroll by themselves. Group Coordinators can give learners a group name and self-enroll passwords so learners can create their own PLATO names and personal passwords.
Use account activation and expiration dates	Indicates whether you want this group's activation and expiration dates to be the same as those of the account's dates. Selecting the Use account activation and expiration dates option overrides any activation and expiration dates that you select from the drop-down menus. You must select either an activation and expiration date or select the account activation and expiration dates.
Group Activation Date	Allows you to identify the date on which you want users in this Group to start using the PLATO Web Learning Network. The group activation date defaults. You must select either an activation and expiration date or select the account activation and expiration dates. **Note** The activation and expiration dates you select must be within the account date range.

Continued on next page

Fields and Descriptions, Continued

Create or Edit Group page (continued)

Field	Description
Group Expiration Date	Allows you to identify the date on which you want users in this Group to stop using the PLATO Web Learning Network. The group expiration date defaults. You must select either an activation and expiration date or select the account activation and expiration dates. **Note** The activation and expiration dates you select must be within the account date range.
Default Audio Preference	Allows you to determine whether audio is available for selected courseware. The audio option you select here defaults to any new learners you create in this group. However, you can change the audio option for individual learners in the group when you create a user or edit a user. You can modify your audio option at any time. **Note** Currently, the courseware audio option only affects the Math Fundamentals and the Writing Series.
Limit Instructional Month Usage *(Instructional Month clients only)*	Indicates whether you want to limit instructional month usage for learners in the group.
Maximum Number of Instructional Months *(Instructional Month clients only)*	Allows you to enter the maximum number of instructional months for this group. This field is disabled unless you select the Limit Instructional Month Usage checkbox.
Number of Instructional Months Used *(Instructional Month clients only)*	Displays the number of instructional months used by this group.

Continued on next page

Create or Edit Group page (continued)

Field	Description
Allow maximum number of concurrent PLATO users for this Service *(Concurrent User Clients only)*	Displays the number of concurrent workstations allowed to run courseware for each PLATO Web Learning Network service (e.g., PLATO Simulated Test, PLATO LINK) for which you have licenses.
Set number of concurrent PLATO users allowed for this Service *(Concurrent User Clients only)*	Indicates the number of PLATO users allowed to be logged in at the same time for each PLATO Web Learning Network service (e.g., PLATO Simulated Test, PLATO LINK) for which you have licenses.
PLATO LINK School	Allows you to select the PLATO LINK school with which you want to associate the group. Any students in this group will be created in the corresponding school in PLATO LINK.
Delete Password	Displays the delete password required to delete a group. If, in the future, you choose to delete this group, you will need to enter this password. Only the Account Administrator can change the delete password for a group. **Notes** Once the Group Coordinator initially sets the delete password, it can only be viewed or changed by the Account Coordinator. If you ever want to delete this group, you will need to know the Delete Password. This field does not display on the Edit Group page.

Continued on next page

Fields and Descriptions, Continued

Create a New User, Copy User or Edit User Information page

The table below identifies the fields on the Create a New User, Copy User or Edit User Information page.

Field	Description
PLATO Name	Identifies the name that a user needs to log into PLATO Web Learning Network. This name identifies learners and Group Coordinators as PLATO Web Learning Network users. This name must be unique within the group.
Member of Group	Defaults to an existing group. You can select a different group or accept the default.
Role	Identifies whether a user is a Group Coordinator or a Learner. The role you choose for learners determines whether they log into the Administrator Edition (Group Coordinator) or Learner Edition (Learner) of PLATO Web Learning Network.
First Name	Enter the learner's first name.
Middle Name	Enter the learner's middle name.
Last Name	Enter the learner's last name.
Email Address	Identifies this learner's email address. The email address is then stored with the other learner information.
Use Group Activation Date	Indicates whether you want this user's activation date to be the same as the activation date for the group in which you are creating him or her. This option is selected by default. You must select either an activation and expiration date or use the Group Activation date.
Activation Date	Allows you to determine the date on which you want this learner to start using PLATO Web Learning Network. The group activation date defaults. You must select either an activation and expiration date or use the Group Activation date. **Note** The activation and expiration dates you select must be within the group date range.

Continued on next page

Create a New User, Copy User or Edit User Information page (continued)

Field	Description
Expiration Date	Allows you to determine the date on which you want this learner to stop using PLATO Web Learning Network. The group expiration date defaults. You must select either an activation and expiration date or use the Group Activation date. **Note** The activation and expiration dates you select must be within the group date range.
Limit Instructional Month Usage *(Instructional Month clients only)*	Indicates whether you want to limit instructional month usage for this learner.
Maximum Number of Instructional Months *(Instructional Month clients only)*	Allows you to enter the maximum number of instructional months for this learner. This field is disabled unless you select the Limit Instructional Month Usage checkbox.
Number of Instructional Months Used *(Instructional Month clients only)*	Displays the number of instructional months used by this learner.
Audio Preference	Allows you to determine whether audio is available for selected courseware. You determined the default audio option on the Create Group page. However, you can change the audio option for individual learners in the group here. You can modify your audio option at any time. Currently, the courseware audio option only affects Math Fundamentals and the Writing Series.
Disable this user's account	Allows you to deactivate a user at any time. This option provides you with more control over your users without having to delete them from the system.

Continued on next page

Fields and Descriptions, Continued

Create a New User, Copy User or Edit User Information page (continued)

Field	Description
Password	Allows you to determine the user's password needed to log in to PLATO Web Learning Network. If you leave this field blank, the user can create his or her own password. **Note** This password should be different from the self-enroll password you created for users to self-enroll in this group.
Retype Password	Allows you to reenter your password to confirm it.
PST Site Key	PLATO Simulated Test system customers only.
PLATO LINK User Type	PLATO LINK customers only.

Performance Review page

The table below identifies the fields on the Performance Review page.

Field	Description
First Access	Displays the first date and time the learner exited the activity. First access does not track actual time spent on an activity.
Last Access	Displays the last date and time the learner accessed the activity. Last access does not track actual time spent on an activity.
Time on Task	Totals the time a learner spends in all of the activities for a level.
Number of Tries	Displays the total number of times a learner accessed the activity. This number is system generated and cannot be modified.

Continued on next page

Performance Review page (continued)

Field	Description
Lock Tries	Displays the number of times a learner accesses an activity after the instructor resets it. You can reset this number using the Reset Lock Tries function.
Reset Lock Tries	Allows an instructor to set the Lock Tries field to zero if a learner needs additional attempts to master an activity.
Score	Displays activities, drills and practice scores for reporting purposes.
Lock Status ( )	Indicates whether an activity is locked. When an activity is locked, a learner cannot run it. A mastery test locks itself each time the learner runs the test whether they pass or fail it. A learner can unlock a mastery test by rerunning the tutorial. Assessment tests lock themselves when they are complete. An administrator can unlock the test by removing the checkmark.
Exempt Status ( )	Indicates whether a learner is exempt from this activity. A checkmark also displays if a learner is excused from a particular activity based on performance in an assessment test.
Mastered Status ( )	Indicates whether a learner has mastered this activity.
Completion Status	Indicate the learner's level of completion. An empty circle () indicates that the learner has not yet started this activity. A half-filled circle () indicates that the learner started, but did not complete the activity. A filled circle () indicates the learner completed the activity.

Continued on next page

Fields and Descriptions, Continued

User Attendance Information page

The table below identifies the fields that display on the User Attendance Information page.

Field	Description
Total Time on System	Displays the total time the user has been on PLATO Web Learning Network (hours:minutes:seconds)
Session	Displays the session number that creates each time the user logs into the system.
In	Displays the date and time the user logged in.
Out	Displays the date and time the user logged out.
Proper Logout	Indicates whether the user's logout was proper or not. If the user selected the logout option from the navigation panel, the log out was proper. If the user left PLATO Web Learning Network by some other means, the logout was not proper. Tip If you see that a user is logging out improperly, warn the user that some of his or her data may be lost.

Index

A

about this document, 1
access
  setting Class Coordinator, 32
  to learning paths for Group Coordinators, 89
accessing
  Class Tools page, 31
  curriculum guides, 1
  Group Tools page, 15
  Learning Resource Tools, 69
  online Help, 11
  Performance Review page, 65
  PLATO Web Learning Network, 5
  Report Selection page, 95
account
  cookies, 5
  coordinator, 4
  number, 4
  set up, 4
account subscriptions, 28
ActiveX, 10
activities
  assiging prerequisites to, 84
  assignable, 25
  assigning to groups, 25
  changing hierarchy in a learning path, 88
  creating prerequisite, 83
  defined, 71
  deleting from a learning path, 82
  moving in a learning path, 87
  prerequisite, 83
  reordering in a learning path, 87
  unlocking, 67
Activity Comprehensive Report
  defined, 93
  example, 101, 102
activity levels, 65
Activity Mastery Summary by Progress report
  defined, 93
Activity Mastery Summary by Progress Report
  example, 103
adding
  a learning path to a learning path, 79
  course level assessments to learning paths, 86
  offline activities to a learning path, 80
  PLATO Library of Learning Resources to a learning path, 78
  prerequisites to a learning path, 83
  sections to classes, 35
  users to a class, 55
  users to sections, 55
  web activities to a learning path, 81
Administrator Home, 7
  navigation panel, 7
assessments
  maintaining, 85
assigning
  activities to groups, 25
  assignments to classes, 38
  assignments to groups, 25
  prerequisites to activities, 84
assignments
  assigning to a class, 38
  assigning to groups, 25
  assigning to learners, 49
  changing, 57
  rearranging, 26, 39
  removing, 27, 39
  types, 25, 38
  viewing for a class, 38
  viewing learner status of, 60
assumptions, 1
attendance
  viewing learner, 59
Attendance report, 93
available activities, 25

C

cautions
  deleting users, 64
changing
  assignments, 57
  hierarchy of learning path activities, 88

passwords, 52
scores, 67
Class Assignments page, 38
Class Coordinator access, 32
editing, 34
Class Tools page, 31
classes
adding sections, 35
adding users, 55
creating, 32
creating users, 44
deleting, 37
deleting sections, 36
deleting users from, 64
editing assignments, 38
editing name, 34
renaming sections, 36
requirements, 32
viewing assignments for, 38
viewing members, 35
completion types, 76
cookies, 5
Copy User page
fields, 110
copying
learning paths, 77
user information, 54
course level assessments
adding to learning paths, 86
managing, 85
modules, 85
courses, 71
courseware
running, 90
Create a New User in Class page, 44
Create a New User in Group page, 43
Create a New User page
fields, 110
Create Group page, 17
fields, 107
creating
class sections, 35
classes, 32
groups, 17
learning paths, 74
prerequisite activities, 83
users in classes, 44
users in groups, 42
Current Users in Session page, 50
Current Users in Session Report
example, 50
curriculum, 71
curriculum guides
accessing, 1

D

deactivating
users, 61
Delete Group page, 23
deleting
activities from a learning path, 82
class sections, 36
classes, 37
groups, 22, 23
learning paths, 91
users, 64
users from class only, 64
downloading
plugins, 10

E

Edit Class page, 33
Edit Group Information page, 20
Edit Group page, 19
fields, 107
Edit User Information page, 53
fields, 110
editing
class assignment, 38
Class Coordinator access, 34
class name, 34
group information, 19
user information, 52
edition
learner, 1
email, 8
examples
Activity Comprehensive Report, 101, 102
Activity Mastery Summary by Progress Report, 103
Current Users in Session Report, 50
FASTRACK Summary Report, 103
Graphic Progress Summary Report, 104

exceptions
to deleting learning paths, 91
exiting
Learning Resource Tools, 92

F

FASTRACK Summary Report
defined, 94
example, 103
fields
Copy User page, 110
Create a New User page, 110
Create Group page, 107
Edit Group page, 107
Edit User Information page, 110
Review Performance page, 112
User Attendance Information page, 114
first access, 112

G

generating
reports, 97
Graphic Progress Summary Report
defined, 94
example, 104
Group Coordinator
Home page, 7
logging in, 4
setting access, 21
Group Coordinator Access page, 21
Group Coordinators
making learning paths available to, 89
Group Tools page, 15
groups
access to, 21
assigning activities, 25
assignments, 25
creating, 17
creating users, 42
deleting, 22
editing information, 19
moving users, 62
usage report, 28
viewing members, 24

H

help, 8
Help
using, 11

I

icons
Learning Resource Tree, 72
installing
plugins, 10
Instructional Month Usage report, 94
instructional months, 13
internet options, 10

J

JavaScript, 10

L

last access, 112
Learner Edition, 1
Learner Summary Grouped By Class report, 94
learners. *See also* users
assigning assignments, 49
logins, 4
reviewing performance, 65
rights, 4
viewing progress, 60
Learning Path Editor, 78
learning paths
adding a learning path to a learning path, 79
adding course level assessments, 86
adding offline activities, 80
adding PLATO Library of Learning Resources, 78
adding prerequisite activities, 83
adding web activities, 81
changing hierarchy of activities, 88
copying, 77
creating, 74
deleting, 91
deleting activities from, 82
levels, 71
making available to Group Coordinators, 89
moving activities, 87
reordering activities, 87
Learning Resource Tools

accessing, 69
exiting, 92
hierarchy of levels, 71
icons, 72
navigating, 72
page contents, 70
restrictions, 70
levels
learning paths, 71
locating
curriculum guides, 1
lock tries, 112
resetting, 67
log out, 8
logging in
as Group Coordinator, 4
first time, 5
Login page, 6

M

maintaining
assessments, 85
managing
assessments, 85
mastery types, 75
members
viewing, 24
modifying
passwords, 52
modules
course level assessments, 85
defined, 71
moving
learning path activities, 87
users between groups, 62

N

navigating
Learning Resource Tools, 72
navigation panel, 8
contacting PLATO Support, 8
help, 8
log out, 8
number of tries, 112

O

offline activities
adding to a learning path, 80
options, 10
navigation panel, 8
reports, 28, 50, 93

P

pages
Administrator Home, 7
Class Assignments, 38
Class Tools, 31
Create a New User in Class, 44
Create a New User in Group, 43
Create Group, 17
Current Users in Session, 50
Delete Group, 23
Edit Class, 33
Edit Group, 19
Edit Group Information, 20
Edit User Information, 53
Group Assignment, 25
Group Coordinator Access, 21
Group Tools, 15
Login, 6
Report Setup, 97
Review Performance, 112
User Assignments, 49
User Attendance Information, 60
passwords
changing, 52
resetting, 59
performance, 65
user, 65
Performance Review page
accessing, 65
PLATO Library of Learning Resources
adding to a learning path, 78
PLATO Support
contacting, 8
PLATO Web Learning Network
accessing, 5
account number, 4
URL, 4
plugins
downloading, 10
installing, 10
preferences, 10
prerequisite

creating activities, 83
prerequisites
adding to a learning path, 83
assigning to activities, 84
printing
reports, 105
progress
learner, 60

R

rearranging
assignments, 26, 39
removing
assignments, 27
renaming
class sections, 36
reordering
learning path activities, 87
Report Selection page
accessing, 95
Report Setup page, 97
reports
Activity Comprehensive, 93
Activity Mastery Summary by Progress, 93
Attendance, 93
FASTRACK Summary, 94
generating, 97
Graphic Progress Summary, 94
Group Usage, 28
Instructional Month Usage, 94
Learner Summary Group By Class, 94
printing, 105
types, 28, 50, 93
users in session, 50
reset lock tries, 112
resetting
lock tries, 67
user passwords, 59
restrictions
Learning Resource Tools, 70
Review Performance page, 112
reviewing
learner attendance, 59
learner performance, 65
rights
Group Coordinator, 4
learners, 4
running
courseware, 90

S

score, 112
scores
changing, 67
sections
adding to classes, 35
adding users to, 55
deleting, 36
renaming, 36
setting
Class Coordinator access, 32
Group Coordinator access, 21
status
of assignments, 60
subscriptions, 28
Support, 8

T

time on task, 112
types
of assignments, 25
reports, 28, 50, 93

U

unlocking
activities, 67
update
assignments, 27, 39
usage
group report, 28
User Assignments page, 49
User Attendance Information page, 60
fields, 114
user guides, 8
users. *See also* learners
adding to a class, 55
adding to sections, 55
attendance, 59
changing assignments, 57
copying information, 54
creating in classes, 44
creating in groups, 42
deactivating, 61

deleting, 64
deleting from class only, 64
editing information, 52
Group Coordinators, 4
in session, 50
moving between groups, 62
performance, 65
resetting passwords, 59
using
online Help, 11

V

viewing
assignments for a class, 38
class members, 35
courseware, 90
current users in session, 50
group members, 24
group usage, 28
learner progress, 60
reports, 97

W

web activities
adding to a learning path, 81
www.platosupport.plato.com, 8

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P/N97700103C - PLATO Web Learning Network User's Guide